Appendix A

Copy of Lease Agreement

CONTRACT OF LEASE AND AGREEMENT

BY AND BETWEEN

CHEVRON CHEMICAL COMPANY

AND

HERO LANDS COMPANY

THIS CONTRACT OF LEASE AND AGREEMENT entered into this 15th day of August, 1973 by and between HERO LANDS COMPANY, A Delaware Corporation, authorized to do and doing business in the State of Louisiana, whose domicile is New Orleans, Louisiana, and whose office is on Planters Canal Road, mailing address P. O. Box 68, Gretna, Louisiana, authorized to do and doing business in the State of Louisiana, herein represented by Numa C. Hero, its Secretary-Treasurer and Numa C. Hero, Jr., herein duly authorized by resolution of the Board of Directors of said corporation adopted at a regularly called meeting held August 15, 1959, a copy of which, certified correct by the Secretary-Treasurer of said corporation on the 15th day of August, 1973, is attached hereto, sometimes hereinafter referred to as Lessor, and CHEVRON CHEMICAL COMPANY, a Delaware corporation authorized to do and doing business in the State of Louisiana, sometimes hereinafter referred to as Lessee,

WITNESSETH:

ARTICLE I

Paragraph 1. For the consideration and on the terms and conditions hereinafter expressed, Lessor does hereby lease, let and hire to the Lessee,

A certain piece or portion of ground situated in Plaquemines Parish, Louisiana, in Section 2, Township 15 South, Range 24 East, S.E.D., West of the Mississippi River, as shown on a plat of survey by John E. Walker, C.E., dated December 12, 1973 and more particularly described as follows:

Commencing at the point of intersection of the northeastern boundary between Alvin Callender Field and Hero Lands Company property and the westerly right-of-way line of Louisiana Highway No. 23; thence North 23 degrees 41 minutes 35 seconds East along said right-of-way line a distance of 82.94 feet to a point; thence continuing along said right-of-way line North 22 degrees 05 minutes 39 seconds East a distance of 200.26 feet to a point; thence continuing along said right-of-way line North 23 degrees 31 minutes 35 seconds East a distance of 216.24 feet to the point of beginning; thence continuing North 23 degrees 31 minutes 35 seconds East along said right-of-way line a distance of 83.76 feet to a point; thence continuing along said right-of-way line North 24 degrees 57 minutes 31 seconds East a distance of 16.24 feet to a point; thence North 66 degrees 28 minutes 25 seconds West a distance of 600.41 feet to a point; thence North 23 degrees 31 minutes 35 seconds East a distance of 701.75 feet to a point; thence North 66 degrees 28 minutes 25 seconds West a distance of 753.24 feet to the boundary of Alvin Callender Field; thence South 23 degrees 31 minutes 35 seconds West along the boundary of Alvin Callender Field a distance of 629.12 feet to a point; thence South 40 degrees 09 minutes 07 seconds East along the boundary of Alvin Callender

Field a distance of 389.32 feet to a point; thence South 66 degrees 28 minutes 25 seconds East a distance of 1004.29 feet to the point of beginning, which is on the westerly right-of-way line of Louisiana Highway No. 23, as more fully shown on a survey by John E. Walker, C.E., dated December 1973.

ARTICLE II

Paragraph 1. The Lessee is hereby granted the right and privilege to build, erect and construct on the leased premises any and all improvements, docks, wharves, railroad spurs, tanks, structures and buildings of any nature and kind whatsoever; to make such alterations, changes, replacements, reconstructions and improvements as it may desire; and to construct any and all facilities, dig slips and pits, construct embankments and all things proper and expedient for the operation of the business in which the Lessee is now or may hereafter be engaged. Without limiting the generality of the foregoing, it is acknowledged that the initial use of a major part of the leased premises is to be for the impoundment of storm water effluent from Lessee's plant site in the vicinity and that to this end much of the leased premises will be excavated, to a depth of approximately nine (9) feet, with the fill therefrom being wholly or partly placed on Lessor's nearby land, for which permission is expressly granted, with the further understanding and agreement that Lessor will compensate Lessee at the rate of twenty (20) cents per cubic yard of fill so excavated and placed on Lessor's nearby land, and that sums accruing to Lessee by virtue of this arrangement shall be recovered by Lessee solely out of and by way of reduction of rental payable hereunder, as same becomes due.

In the event that any pits or structures are constructed on these tracts during the initial period of this lease and/or any renewal of this lease, it shall be the responsibility of the Chevron Chemical Company, at its sole cost and expense to fill such pits and/or excavations made thereon and to restore any interrupted drainage and remove any and all buildings, tanks, etc. erected, placed, or constructed on the leased premises.

It is to be particularly understood and agreed that in the use of this property Chevron Chemical Company, its agents and or assigns, shall be solely responsible to reroute at its own expense any drainage or drainage structures that may or might be interrupted by or because of its use thereof to the full satisfaction of all parties served by existing drainage structures or having jurisdiction thereover.

Paragraph 2. It is understood and agreed and expressly made part of this lease and agreement, that any and all buildings, improvements and property of a permanent nature and character, placed or constructed by the Lessee on the

leased premises shall remain and be the property of the Lessee; and Lessee shall have the right to remove from the said leased premises all or part of such buildings, improvements and property, provided:

a. Should the Lessee desire to remove upon termination of this lease all or any part of such buildings, improvements or property, Lessee shall give Lessor, in the manner hereinafter provided, the right and option to purchase all or any part of such buildings, tanks, improvements or property which the Lessee may desire to remove at the then value of such improvements, tanks, buildings or property so desired to be removed, less such amount as it would cost Lessee to dismantle and remove same. Nothing hereinabove contained shall be understood to restrict the right of successive assignments of this lease or the sale or conveyance by Lessee or Assigns of the improvements upon the leased premises in bulk, or the right of the Lessee or Assigns to sell the business conducted on the leased premises in its entirety, subject only to the proviso that, should the Lessee or any Assigns of this lease, at any time, desire to sell only the improvements made by Lessee or Assigns on the leased premises, then such improvements shall be first offered to the Lessor herein before the sale of same shall be made to any other party, and the Lessor herein shall have a period of ten (10) days from date of written offer to it to decide whether it will buy the improvements belonging to the Lessee; the Lessee or Assigns shall be the sole judge of the valuation placed on such improvements.

b. In event of termination of this lease it is expressly understood and agreed that, if Lessor declines or fails to accept or buy improvements belonging to Lessee in accordance with the written offer as hereinabove provided, Lessee, without cost or expense whatsoever to Lessor, will remove from the leased premises such property and improvements as were erected there by it or its agents, and shall leave the property clear and devoid of unsightly debris.

ARTICLE III

Paragraph 1. This lease shall continue in existence for a period of five (5) years from date hereof, namely August 15, 1973, unless sooner terminated by mutual consent of the parties hereto.

Paragraph 2. The Lessee is hereby granted the right in option, on or before expiration hereof, to renew this lease for eighteen (18) successive terms or periods of five (5) years each, term by term, subject to the proviso that monthly rental paid by Lessee shall be revised upwards or downwards in accord

on the variation of yearly salary plus bonus paid beginning certified teac[h]
with Bachelor's degree in Teaching in the primary schools of Jefferson Parish percentagewise, i.e., if the schoolteacher's base salary plus bonus is today $1,000.00 per annum, and same should be raised to $1,100.00 per annum, an increase of 10%, the rental for the ensuing five (5) year period will accordingly be raised 10% from the amount in effect at the end of the preceding five (5) year period; and, conversely, if the base salary plus bonus of the teacher is reduced 10%, rental shall be reduced accordingly for the ensuing five (5) year period; and, in like manner, variation up or down of the teacher's salary plus bonus aforesaid shall percentagewise increase or decrease rate of monthly rental due and fixed for the ensuing five (5) year renewal period under terms of this lease and agreement.

Paragraph 3. In the event Lessee desires to exercise its option to renew this lease it shall give written notice to Lessor of its intention, addressed to Lessor at Gretna, Louisiana, (unless Lessee is notified in writing by Lessor of a change in address) not later than ninety (90) days prior to the expiration of the initial five (5) year term. The exercise of such option for each successive five (5) year term or period shall be given in the same manner, and not later than ninety (90) days prior to the expiration of the five (5) year term preceding the term for which the option is exercised. Proof of the mailing of written notice to exercise any such option shall constitute an automatic renewal of this lease for the period set forth in the notice, and the execution of a new lease shall not be necessary.

ARTICLE IV

Paragraph 1. The consideration for this lease and agreement is payment of Nine Hundred Six and 25/100 ($906.25) Dollars per month, payable in advance upon the signing of this lease and agreement and monthly thereafter on the 15th day of each and every succeeding month at the office of Hero Lands Company or placed to their credit with the First National Bank, of Jefferson Parish, Gretna, Louisiana.

Paragraph 2. The failure of the Lessee herein to pay the stipulated monthly rental when due shall, after thirty (30)days notice by Lessor to Lessee at the latter's last known address and without payment during such period, at the Lessor's option, automatically terminates this lease,and shall immediately mature and make payable to Lessor, all rents and amounts due and payable under terms of this lease to its date of maturity or expiration, together with legal

erest thereon; and, toget : with all cost and expense required of Lesso to clear the property of deb: is and place same in a comparable condition to that of the time when it was first leased to Lessee by Lessor.

Paragraph 3. The Lessor shall pay all taxes, liens and assessments assessed and levied on the lands covered by this lease up to and including the amount levied and assessed for the year 1973, through August 5, 1973. Any and all taxes, liens and assessments levied and assessed on the lands covered by this lease after August 15, 1973 during the life of the lease, shall be paid by the Lessee. Accordingly, Lessee shall, during the existence of this lease and agreement, reimburse the Lessor, Hero Lands Company, for all advances for taxes, liens, and assessments paid after August 15, 1973 within a period of thirty (30) days.from the time Lessor exhibits to Lessee paid tax receipts, the amount noted as having been paid thereon, together with a calculation showing the amount due from Lessee.

ARTICLE V

Paragraph 1. Nevertheless and notwithstanding anything herein contained to the contrary, it is herewith and hereby stipulated and agreed and made part of this contract and agreement that, in the event the United States of America or its successors shall vary, revise, alter or issue or cause to be issued a substitute coinage, currency or a new basis for the settlement of national, local and/or private accounts, as a substitute for the existing dollar payment of value and/or exchange; that, then in that event, any and all rents due and all future payments of rent due under terms of this contract of lease and agreement shall be made with, and in accord with the new and prevailing currency and/or newly established method of settlement of accounts as established by the United States of America or its successors on the basis that the monthly rent due and payable under terms of this contract shall at that time have the same percentage relation to the base monthly salary, settlement, recompense or credit paid to a beginning teacher with a Bachelor of Arts degree teaching in the primary grades of Jefferson Parish as the present monthly rental bears to the base monthly salary of a beginning teacher with a Bachelor of Arts degree teaching in the primary grades of Jefferson Parish as computed by dividing the annual salary by 12 months.

ARTICLE VI

Paragraph 1. All minerals and mineral rights are expressly reserved by and to Hero Lands Company or their assigns. Provided, that there shall be no

ing or other operations for the production of minerals conducted on the surface of the leased premises without the written consent of Lessee first being obtained.

ARTICLE VII

Paragraph 1. The Lessor herein warrants that it is the owner in fee simple of the property hereinabove described and which forms the basis of this lease, and that there are no liens or encumbrances thereon except for existing public servitudes.

ARTICLE VIII

Paragraph 1. All of the provisions hereof shall inure to the benefit of and shall be binding on the heirs, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this instrument in duplicate originals, in the presence of the undersigned witnesses, on the day and date hereinabove first written.

WITNESSES:

HERO LANDS COMPANY

By _____
Its Sec.-Treas.

By _____
Its _____

CHEVRON CHEMICAL COMPANY

By _____
Its Vice-President

Appendix B

Proof of Publication in Parish-Wide and State-Wide Newspapers

CAPITAL CITY PRESS

Publisher of
THE ADVOCATE

PROOF OF PUBLICATION

The hereto attached notice was
published in THE ADVOCATE,
a daily newspaper of general circulation
published in Baton Rouge, Louisiana,
and the official Journal
of the State of Louisiana,
the City of Baton Rouge,
and the Parish of East Baton Rouge,
in the following issues:

01/25/06

Susah A. Bush, Public Notices Clerk

Sworn and subscribed before me by the
person whose signature appears above:

January 25, 2006

Pegeen Singley, Notary Public, #66565
My Commission Expires: Indefinite
Baton Rouge, Louisiana

ARCADIS G&M INC 3251946
BERVA NOONE
10352 PLAZA AMERICANA DR
BATON ROUGE LA 70816

7420 Public Notices Bids/Proposals

between any term or provision of the RFP and a term or provision in any proposal submitted in response to this RFP, shall control. If a proposal alters or modifies any term or provision of this RFP, such changes must be clearly delineated and expressly approved by the Department of Social Services, in writing before a contract is issued. A failure to comply with the provisions of this part shall render any such variant term absolutely null.

The Department of Social Services reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A contract shall be awarded to all to the proposal(s) deemed, by the Department in its sole discretion to be the most advantageous to the Department and its clients based on quality of service, cost effectiveness and other considered factors. Any contract is subject to the availability of funds. No contract is final or enforceable until approved by the Department of Social Services and the Division of Administration Office of Contractual Review. Should any protest or appeals be filed at any point in the procurement process, all activities must cease until all issues are resolved.

Ann Silverberg Williamson
Secretary
Department of Social Services
VISIT OUR WEBSITE @
http://www.dss.state.la.us
"AN EQUAL OPPORTUNITY EMPLOYER"
3249883-jan 25-1t

The ad that ran here yesterday WAS CANCELLED! It got results!

Public Notice

of

Intent To Submit Permit Renewal Application
Chevron Oronite Company, LLC
Oak Point Plant
Agency Interest No. 1708
Belle Chasse, Plaquemines Parish, Louisiana

Notice is hereby given that Chevron Oronite Company, LLC does intend to submit to the Department of Environmental Quality, Office of Environmental Services, Water and Waste Permits Division, an application for a permit renewal to operate an Industrial Surface Impoundment (Surface Water Treatment System) in Plaquemines Parish, Range 24 East, Township 15 South, Section 2, which is located at 10285 Louisiana Highway 23 South, Belle Chasse, Louisiana.

Comments concerning the facility may be filed with the secretary of the Louisiana Department of Environmental Quality at the following address:

Louisiana Department of Environmental Quality
Office of Environmental Services
Water and Waste Permits Division
Post Office Box 4313
Baton Rouge, LA 70821-4313

3251946-jan 25-1t

PUBLIC NOTICE
LOUISIANA DEPATMENT OF ENVIRONMENTAL QUALITY (LDEQ)
NOTICE OF DRAFT / PROPOSED PERMITS OR TECHNICALLY COMPLETE APPLICATIONS SCHEDULED FOR PUBLICATION IN THE PARISHES IMPACTED BY HURRICANES KATRINA & RITA
DURING THE WEEK OF January 16-22, 2006

The LDEQ Office of Environmental Services has scheduled for publication the following public notices, to announce that the material associated with a number of draft / proposed permits or technically complete applications is available for public review. The notices are to publish in the Advocate and a local newspaper(s) of major circulation around the area affected by the facility.

The detailed notices are available in the newspapers or at the LDEQ Public Notice Web page at WWW.deq.state.la.us/news/PubNotice/ on the scheduled publication date(s) as it appears in the information below.

Cameron Parish:

CALLON PETROLEUM OPERATING COMPANY
SL 18237 WELL NO. 1
DRAFT WATER DISCHARGE PERMIT
AI128896/LA0121797 and Activity Tracking

7420 Public Notices Bids/Proposals

PUBLIC NOTICE

LaSIP/LA GEAR UP Request for Proposals (RFP)

The Louisiana Systemic Initiatives Program (LaSIP) and the Louisiana Gaining Early Awareness and Readiness for Undergraduate Programs (LA GEAR UP) request the following proposals from public and private colleges and universities for professional development projects:

2006-07 LINCS/LaSIP/LA GEAR UP a new Pilot UGO science project; and,
2006-07 Pilot Professional Development Project to Improve Literacy Instruction of Adolescent Students.

Copies of the respective Requests for Proposals can be obtained by visiting websites www.lasip.org or www.lagearup.org or by calling the LaSIP/LA GEAR UP office (225-219-0690 ext 220).

PUBLIC NO
LOUISIANA DEPA
ENVIRONMENTAL Q
PPG INDUS
LAKE CHARLES
ADDITION OF MISSING
EXTENSION OF THE P
PERIO

This public notice that was publi
the American Press on January
lished to include information rela
Also, the comment period for the
operating permits and proposed
renewal for PPG Industries, Inc. P
LA 70602 for the Lake Charles C
from 12:30 p.m. Tuesday, Febru
Wednesday, March 1, 2006. The
PPG Drive in Lake Charles. Calc

The facility consists of three high
the Chlor/Alkali area (where chlorin
produced; the Derivatives area wh
and muriatic acid are produced
sodium silicate is produced and
ferent grades of products.

PPG Industries requested initial P
its Derivatives Docks and Complex
70 air operating permit renewal
Facility. Newly available emission
emission calculations for these p
are summarized below by unit/are

For the Derivative Docks:

Pollutant	Befo
PM	0.15
SO2	0.03
NOx	6.90
CO	1.70
VOC	39.7
Ammonia	
1,1,1-Trichloroethane	52.78
Tetrachloroethylene	11.8

Note: A notice requesting public c
mit for the Derivatives Docks was
Baton Rouge, and in the *Americ*
September 16, 2005. The propos
Docks is noticed again for the tetra
action from 14.59 tons per year t

For Complex Support Facilities

Pollutant	Befo
PM10	4.89
SO2	
NOx	
CO	
VOC	5.50

Including emissions from sources th

For Derivatives Shipping Facil

Pollutant	Befo
PM	

Public Notice of
Intent To Submit Permit Renewal Application
Chevron Oronite Company, LLC
Oak Point Plant - Agency Interest No. 1708
Belle Chasse, Plaquemines Parish, Louisiana

Notice is hereby given that Chevron Oronite Company, LLC, does intend to submit to the Department of Environmental Quality, Office of Environmental Services, Water and Waste Permits Division, an application for a permit renewal to operate an Industrial Surface Impoundment (Surface Water Treatment System) in Plaquemines Parish, Range 24 East, Township 15 South, Section 2, which is located at 10285 Louisiana Highway 23 South, Belle Chasse, Louisiana.

Comments concerning the facility may be filed with the secretary of the Louisiana Department of Environmental Quality at the following address:

Louisiana Department of Environmental Quality
Office of Environmental Services
Water and Waste Permits Division
Post Office Box 4313
Baton Rouge, LA 70821-4313

PG: January 27, 2006

PLAQUEMINES NEWSPAPER PUBLISHING, INC.

The Plaquemines Watchman The Plaquemines Gazette

7952 HIGHWAY 23 • P.O. BOX 700
BELLE CHASSE, LA 70037-0700

(504) 392-1619

STATE OF LOUISIANA
PARISH OF PLAQUEMINES

Before me, the undersigned authority, duly commissioned and qualified in and for the above Parish and State, personally came and appeared:

Norris J. Babin, Jr.

That as Legals Clerk of ***The Plaquemines Gazette***, the official journal of the Parish of Plaquemines, and ***The Plaquemines Watchman***, attests that the attached copy of **LEGAL NOTICE**

PUBLIC NOTICE of Intent to Submit Permit Renewal Application
CHEVRON ORONITE COMPANY, LLC
OAK POINT PLANT – AGENCY INTEREST NO. 1708
BELLE CHASSE, PLAQUEMINES PARISH, LOUISIANA

Was published in the newspaper in the issues of:

January 27, 2006

Sworn to and subscribed before me this

This 27th day of January 2006

NOTARY PUBLIC

BELINDA B. HAZEL
NOTARY PUBLIC I.D. #43775
Parish of Plaquemines, State of Louisiana
My Commission is issued for Life.

Appendix C

Signatory Authority

Authorization By
R.C. Kiskis, President
Chevron Oronite Company, LLC

Chevron ORONITE

Authorization Under
LAC 33:IX.2333
General Delegation of Authority

Chevron Oronite Company, LLC
Oak Point Plant
P.O. Box 70
Belle Chase, LA 70037

This authorization is executed pursuant to the provisions of LAC 33:IX.2333.

Chevron Oronite Company, LLC ("Chevron Oronite") is a Delaware Limited Liability Company with its principal place of business in the State of Texas. Chevron Oronite owns and operates a facility in Louisiana known as the Oak Point Plant, which is located in Belle Chasse, in Plaquemines Parish. The Oak Point Plant is engaged in the production of additives for gasoline, lubricating oils, and fuel oils.

LAC 33:IX.2333 requires that for a corporation all permit application and reports shall be signed by a corporate officer (president, secretary, treasurer, or vice-president) in charge of a principal business function. LAC 33:IX.2333 also provides that a manager of an operating facility employing more than 250 people may be delegated authority to sign the permits and reports mentioned above.

The undersigned, R.C. Kiskis, is President of Chevron Oronite Company, LLC. He is a principal executive officer who is responsible for the operation and management of the Oak Point Plant and for signing of all permit applications and all reports required by permits and other information requested by an Administrative Authority.

Pursuant to the provisions of LAC 33.IX.2333, the undersigned, R.C. Kiskis, hereby authorizes, constitutes, appoints, and designates the office and position of the Americas Regional Manager of the Chevron Oronite Oak Point Plant as his duly authorized representative for the limited purposes of signing, and with full right, power, and authority to sign any and all permit applications submitted by Chevron Oronite Company, LLC and all reports required by permits and other information required by an Administrative Authority in this connection. The Americas Regional Manager for the Oak Point Plant has responsibility for the overall operation of the facility and all activities conducted therein, and the office and position of Regional Manager – Americas satisfies the requirements specified in LAC 33:IX.2333 for appointment as a duly authorized representative.

IN WITNESS WHEREOF this Authorization is executed on this the 15th day of September, 2003.

WITNESS:

CHEVRON ORONITE COMPANY, LLC

R. C. Kiskis, President

Appendix D

State Historic Preservation Office
(SHPO) Letter

ARCADIS

Infrastructure, environment, buildings

ARCADIS G&M, Inc.
10352 Plaza Americana Drive
Baton Rouge
Louisiana 70816
Tel 225 292 1004
Fax 225 218 9677
www.arcadis-us.com

Ms. Pam Breaux
Assistant Secretary
Office of Cultural Development
Louisiana Department of Culture, Recreation & Tourism
P.O. Box 44247
Baton Rouge, Louisiana 70804

Date: 2-3-06

No known archaeological sites or historic properties will be affected by this undertaking. This effect determination could change should new information come to our attention.

Pam Breaux: Pam Breaux
State Historic Preservation Officer

ENVIRONMENTAL

Subject:
Chevron Oronite Company, LLC
Belle Chasse, Louisiana 70037
Agency Interest No. 1708

Date:
19 January 2006

Dear Ms. Breaux:

Our behalf of our client, Chevron Oronite Company, LLC (Chevron), located south of Belle Chasse, in Plaquemines Parish, Louisiana, ARCADIS respectfully requests a letter of confirmation regarding the following matter.

In accordance with Louisiana Solid Waste Regulations, specifically LAC 33:VII.521.A.1.e, applicants for Solid Waste Permits must provide "a list of all known historic sites, recreation areas, archaeological sites, designated wildlife-management areas, swamps and marshes, wetlands, habitats for endangered species, and other sensitive ecological areas within 1,000 feet of the facility perimeter or as otherwise appropriate."

The center of the solid waste facilities is located at Latitude 29°49'53" and Longitude 90°00'46". Enclosed is a topographic map indicating the area of the solid waste facility (Attachment A). Additionally, a previously received response is attached (Attachment B). If such sensitive areas do exist within 1,000 feet of the site boundaries, please so indicate.

If you have any questions or require further information, please contact me at (225) 292-1004.

Sincerely,

ARCADIS G&M, Inc.

Contact:
John Ellis

Extension:
208

Email:
jellis@arcadis-us.com

Our ref:
LA002582.0001.00001
Chevron/2582/C/5/adf

John Ellis, P.G.
Senior Scientist/Geologist

Rudy J. Guichard
Vice President/Area Manager

Attachments

JAN 2 3 2006

Part of a bigger picture

Appendix E

Louisiana Department of Wildlife and Fisheries Letter

State of Louisiana

DWIGHT LANDRENEAU
SECRETARY

DEPARTMENT OF WILDLIFE & FISHERIES
POST OFFICE BOX 98000
BATON ROUGE, LA 70898-9000
(225) 765-2800

KATHLEEN BABINEAUX BLANCO
GOVERNOR

Date	February 1, 2006
Name	John Ellis
Company	ARCARDIS G&M, Inc.
Street Address	10352 Plaza Americana Dr.
City, State, Zip	Baton Rouge, LA 70816
Project	Chevron Oronite Co., LLC: Belle Chase, Plaquemines Parish, LA-Solid Waste Permit Compliance
Invoice Number	06020108

The pallid sturgeon (Scaphirhychus albus) may potentially be impacted by the proposed project. The pallid sturgeon is listed as endangered under the Endangered Species Act (16 U.S.C. 1531-1544). It is confined to the Mississippi and Atchafalaya rivers in southern Louisiana. This species requires large and free-flowing riverine habitat; it occurs in strong current over firm gravel or sandy substrate. Pallid sturgeons are adapted for living close to the bottom of large, shallow rivers with sand and gravel bars. The primary reason for their decline is believed to be loss of habitat caused by the construction of dams that have modified flows, reduced turbidity, and lowered water temperatures. We advise you to take the necessary measures in order to avoid any degradation of water quality in the Mississippi River. If you have any questions, please contact LNHP zoologist at 225-765-2821.

The proposed project lies within the designated coastal management zone. Contact Rocky Hinds or Phil Pittman with the Department of Natural Resources Coastal Management Division at 225-342-7591 or 1-800-267-4019 concerning coastal use permits.

The Louisiana Natural Heritage Program has compiled data on rare, endangered, or otherwise significant plant and animal species, plant communities, and other natural features throughout the state of Louisiana. Heritage reports summarize the existing information known at the time of the request regarding the location in question. The quantity and quality of data collected by the LNHP are dependent on the research and observations of many individuals. In most cases, this information is not the result of comprehensive or site-specific field surveys; many natural areas in Louisiana have not been surveyed. This report does not address the occurrence of wetlands at the site in question. Heritage reports should not be considered final statements on the biological elements or areas being considered, nor should they be substituted for on-site surveys required for environmental assessments. The Louisiana Natural Heritage Program requires that this office be acknowledged in all reports as the source of all data provided here. If you have any questions or need additional information, please call Louisiana Natural Heritage Program at 225-765-2357.

Sincerely,

Gary Lester, Coordinator
Natural Heritage Program

Appendix F

U.S. Army Corps of Engineers Letter

DEPARTMENT OF THE ARMY
NEW ORLEANS DISTRICT, CORPS OF ENGINEERS
P.O. BOX 60267
NEW ORLEANS, LOUISIANA 70160-0267

May 24, 2006

REPLY TO
ATTENTION OF:

Operations Division
Surveillance and Enforcement Section

Mr. John Ellis
Arcadis G & M, Inc.
10352 Plaza Americana Drive
Baton Rouge, Louisiana 70816

Dear Mr. Ellis:

Reference is made to your request, submitted on behalf of Chevron Oronite Company, L. L. C., for a U.S. Army Corps of Engineers' (Corps) jurisdictional determination on property located in Sections 2, 3, and 4, Township 14 South, Range 24 East, Plaquemines Parish, Louisiana (enclosed map). Specifically, this site is identified as the Oak Point Plant and Storm Water facility site on Highway 23 in Belle Chase, Louisiana.

Based on review of recent maps, aerial photography, and soils data, we have determined that there are jurisdictional wetlands within 1,000 feet of the subject site.

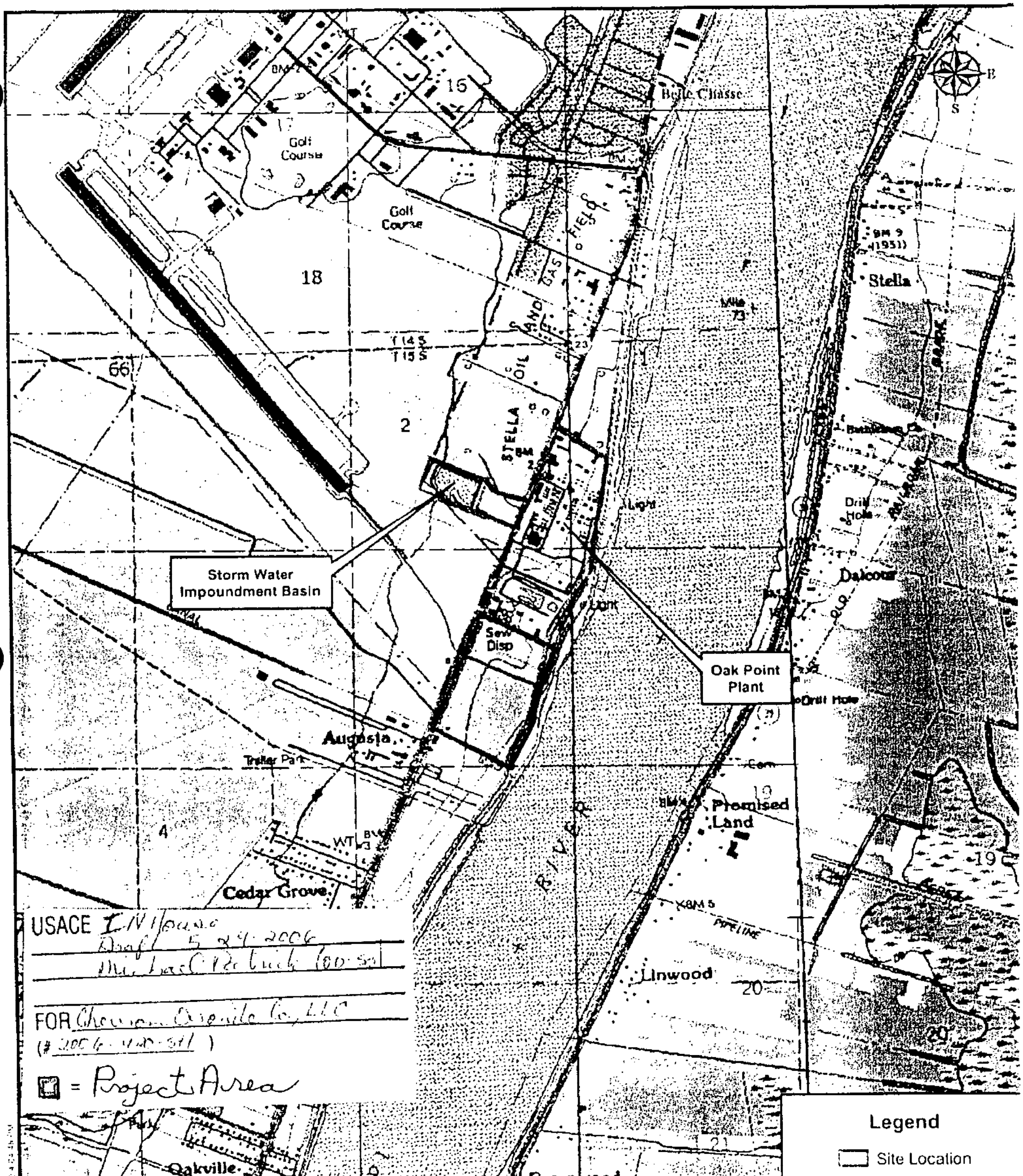
You and your client are advised that this approved jurisdictional determination is valid for a period of 5 years from the date of this letter unless new information warrants revision prior to the expiration date.

Should there be any questions concerning these matters, please contact Mr. Michael R. Patrick at (504) 862-1280 and reference our Account No. MVN 2006-420-SH.

Sincerely,

Ronald J. Ventola
Chief, Regulatory Branch

Enclosures



Source:

USGS 7.5 minute Digital Raster Graphics
Bertrandville, Louisiana Quadrangle

CEMVN-OD-SS

2,000 0 2,000 Feet

SITE LOCATION MAP

Chevron Oronite Company, LLC
Oak Point Plant & Storm Water Facility
Belle Chasse, Louisiana

Project Manager: BJE	ARCADIS 10352 Plaza Americana Drive Baton Rouge, Louisiana 70816 Tel. 225-292-1004 Fax. 225-218-9677
Checked By: LM	
Project File: site_location.mxd	Completed By: JEC
Project No: LA002582.0001 Subtask - 00001	Figure No: 1

Appendix G

Plan to Prevent Adverse Effects on Environment from Water Wells on Property

SOS From LPDES Permit Application

APPENDIX D

LDEQ Form SCC-2, Section IV

1. **Have the potential and real adverse environmental effects of the proposed facility been avoided to the maximum extent possible?**

   Yes. This application is to renew the permit for an existing facility and includes modifications of the facility. The modifications include improvements to on-site wastewater treatment facilities. The wastewater treatment facilities are "state-of-the-art" designed facilities that utilize activated sludge, carbon, and sulfide oxidation, for enhanced treatment and removal efficiency. The production facilities are designed with appropriate safeguards. Incineration of hazardous wastes, solid wastes and some waste oils no longer occur at the facility, significantly decreasing associated air emissions.

2. **Does a cost benefit analysis of the environmental impact costs balanced against the social and economic benefits of the proposed facility demonstrate that the latter outweighs the former?**

   The wastewater treatment facilities provide enhanced purification of process wastewater. The production units are necessary to provide a superior raw material for the current production facilities that are not available in the United States. These ultimate products will be used as additives in engines that will result in global environmental benefits.

3. **Are there alternative projects that would offer more protection to the environment than the proposed facility without unduly curtailing nonenvironmental benefits?**

   No. The wastewater treatment facilities represent state-of-the-art technology, which have greatly decreased the amount of water disposed of through deep well injection. The production units are necessary to provide a superior raw material for the current production facilities that are not available in the United States. These ultimate products will be used as additives in engines that will result in global environmental benefits.

4. **Are there alternative sites that would offer more protection to the environment than the proposed facility without unduly curtailing nonenvironmental benefits?**

No. This is an existing facility seeking a permit renewal. Alternate sites would require significant adverse environmental impacts to provide the benefits of this existing facility.

5. **Are there mitigating measures that would offer more protection to the environment than the proposed facility without unduly curtaining nonenvironmental benefits?**

The wastewater treatment facilities provide waste reduction that has greatly reduced the amount of wastewater disposed of in the deep well injection process. The production units are necessary to provide a superior raw material for the current production facilities that are not available in the United States. These ultimate products will be used as additives in engines, which will result in global environmental benefits.

SOS From Disposal Well Permit Renewal

"SOS DECISION"
PERMIT APPLICATION REQUIREMENTS

1. **Have the potential and real adverse environmental effects of the proposed project been avoided to the maximum extent possible?**

   Yes. Chevron Oronite Company LLC (Chevron) has elected to maintain the deep injection well in such a manner that more than satisfies all of the standards for injection of nonhazardous waste. Chevron has taken measures to ensure that all criteria are met by utilizing state-of-the-art technologies. The injection of nonhazardous waste fluids into deep formations is a continuing operation that has been on-going for a number of years. Chevron presently injects the treated chemical waste into one injection well.

2. **Does a cost benefit analysis of the environmental impact costs versus the social and economic benefits of the proposed project demonstrate that the latter outweighs the former?**

   Yes. While the primary objective of the Oak Point Plant is the production of lubrication products, some waste is generated in the process. The operation of the injection well has provided Chevron with state-of-the-art facilities that have provided Chevron with sound onsite disposal of our nonhazardous waste stream.

3. **Are there alternative projects which would offer more protection to the environment than the proposed project without unduly curtailing non-environmental benefits?**

   As Chevron continues to explore ways of reducing the amount of waste which must be disposed, the use of an injection well is still required. Chevron has a commitment to dispose of all waste produced onsite. Any alternative to the above would result in significantly higher disposal costs and less protection to the environment.

4. **Are there alternative sites which would offer more protection to the environment than the proposed site without unduly curtailing nonenvironmental benefits?**

   No. Chevron desires to maintain close supervision and control over the disposal of waste being generated at the plant by operating onsite disposal facilities. The injection well has been in use for a number of years.

SUBSURFACE

It is important to note that much of the land in this area of the state is wetlands of high resource value. Most of the remaining non-wetlands areas are being utilized for either residential or agricultural purposes. It is important that we, when we are able to do so, dispose of our waste onsite.

Transporting the waste offsite for disposal would produce environmental impacts and increase the possibility of traffic accidents increasing the risk to the public and possible environmental exposures.

5. **Are there mitigating measures which would offer more protection to the environment than the proposed project without curtailing nonenvironmental benefits?**

No. Chevron has utilized a design for the injection well that is protective of the environment. There are no other known mitigating measures which would offer more protection to the environment without unduly curtailing non-environmental benefits.

Appendix H

Emergency Response Manual

Revisions are shown by R and { Text. }

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REFERENCE MANUAL OUTLINE	PUBLISHED DOCUMENT NO.
Emergency Telephone Numbers	ERM-0.2
Prefatory Elements	
Table of Contents	ERM-1.0
Distribution List	ERM-1.1
Preface	ERM-1.2
Introduction	ERM-2.0
Emergency Preparedness	ERM-3.0
Emergency Personnel	ERM-4.0
Emergency Response Training	ERM-5.0
Emergency Response Procedures	ERM-6.0
Incident Command System	ERM-6.1
Recognition & Alerting	ERM-6.2
Communications	ERM-6.3
Emergency Response Vehicles (ERV / RRV)	ERM-6.4
On-Site Controls	ERM-6.5
Off-Site Emergencies	ERM-6.6
Strategy & Tactics	ERM-6.7
Decontamination	ERM-6.8
On-Site Injuries and Incidents	ERM-6.9
Release Procedures	ERM-6.10
Bomb Threat	ERM-6.11
Storm Threat Procedure	ERM-6.12
Handling an Oil Spill to the Mississippi River/ OPA 90	ERM-6.13
Plant Flooding	ERM-6.14
Media Relations	ERM-6.15
Management Reporting	ERM-6.16
Post-Emergency Response Operations	ERM-7.0

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1.0 Introduction/Scope

This preface has a threefold purpose:

- It explains how the Oak Point Emergency Response Manual came into being.
  - It updates the reader on the revisions made throughout the entire manual.
  - It lists the official, distributed "hard copies of the ERM; i.e., it presents the current distribution list of tangible manuals – as distinct from OPDMS.

This document applies to all readers of this manual.

2.0 Preface to the Oak Point Emergency Response Manual

2.1 Origins

The Oak Point management has made the decision that Oak Point personnel should respond to emergencies, instead of just standing back and letting outside personnel take care of the emergency. This means that Oak Point personnel may be called upon to respond to the release of a hazardous substance. This decision by the Oak Point management obligates the Oak Point Plant to comply with OSHA's HAZWOPER regulations.

HAZWOPER regulations require that the Oak Point Plant produce written plans and procedures for responding to the release of a hazardous substance.

The original scope of the ERM was simply to meet HAZWOPER requirements. However, that original scope has been expanded considerable since then. Refer to Document ERM-2.0, Introduction, for the purpose and scope of this manual.

2.2 Progress Toward Completion

First Edition

The first edition of the ERM was published in September 1992. It was an interim, temporary version. It contained new, key procedures for responding to emergencies, and it accomplished two things:

- It replaced the obsolete procedures that were in PI-704.
- It put an emergency response manual, containing the new procedures, into the hands of emergency responders.

Second Edition

The second edition of the ERM was published in July 1993. It contained:

- Updated documents from the first edition.
- Newly completed documents.

Third Edition

The October 1993 publication was still an incomplete version of the ERM. Unfinished documents will continue to be added as they are completed.

Fourth Edition

The December 1993 publication completed the ERM. The final documents were added to the ERM, and numerous ERM documents were updated.

Fifth Edition

The July 2004 publication resulted in a Field ERM and a Reference ERM. All documentation was updated.

Takeovers of Previous Procedures

The first edition of the ERM (September 1992) took over the subject matter in PI-704. It absorbed useful information and procedures, and it eliminated those portions that were obsolete. PI-704 no longer exists.

The second edition (July 1996) absorbed two Oak Point Plant Instructions.

- PI-003: Document ERM-6.12, "Storm Threat", took over the subject matter that was in PI-003, "Hurricane Procedure". PI-003 no longer exists.
- PI-713, Document ERM-6.6, "Off-Site Emergencies", took over the subject matter that was in PI-713, "Procedure for Handling Off-site Transport Accidents." PI-713 no longer exists.

Likewise the third edition (October 1993) absorbed PI's:

- PI-712: Document ERM-6.9, "On-Site Injuries and Incidents", took over the subject matter that was in PI-712, "On-site Injury, Injury Investigation and Reporting Procedures." PI-712 no longer exists.
- PI-716: Document ERM-6.10, "Release Procedures" took over the subject matter that was in PI-716, "Contingency Plan for Hazardous Substance Release."" PI-716 no longer exists.

Likewise the forth edition (December 1993) absorbed one PI:

- PI-005: Document ERM-6.11, "Bomb Threat", took over the subject matter that was in PI-005, "Procedure for Handling Bomb Threats". PI-005 no longer exists.

2.3 Revisions and Updates

Once a year, the Emergency Response Manual is reviewed for possible updates and changes. These updates reflect the most recent and significant changes throughout the Oak Point Facility.

ERM-0.2 "Emergency Telephone Numbers" is one of the sections that require much of time and energy to keep up-to-date, as each telephone number and address is verified once a year, usually in January.

2.4 Distribution List

July 2004, the Safety Department published 13 controlled hard copies of the Reference ERM and 8 controlled hard copies of the Field ERM.

Revisions are shown by R and { Text. }

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The Safety Department is responsible for keeping these hard copies up to date.

3.0 Definitions

ERM	-	Emergency Response Manual
HAZWOPER	-	Hazardous Waste Operations and Emergency Response (OSHA regulations)
OPDMS	-	Oak Point Document Management System
OSHA	-	Occupational Safety and Health Administration
PI	-	Plant Instruction (Oak Point Plant)
PSM	-	Process Safety Management
RMP	-	Risk Management Process

4.0 References

OSHA 29 CFR 1910.120 "HAZWOPER"
OSHA 29 CFR 1910.38 "Employee Emergency Plans and Fire Prevention Plans"
OSHA 40 CFR 1910.119 "PSM"
OSHA 40 CFR 68 Subpart F "RMP"

5.0 Records

Obsolete copies of this procedure shall be archived in the OPDMS in accordance with Corporate retention guidelines. Requests for review copies of documents in Archive Status shall be made in accordance with PI-113.

Record of Revisions and Reviews

Page	Revision	Date	Comments
1-8(0)	1.00	July 1993	Creation of procedure.
1-8(0)	1.01	October 1993	Changed document ERM-1.1 to ERM-1.2; Updated revisions in Sections 4.2 and 4.3.
1-9(0)	1.02	December 1993	Miscellaneous Revisions.
1-9(0)	1.03	June 1995	Update Revisions in Section 4.3.
1-8(0)	1.04	January 1999	Addition of Section 4.2.6 and revision of Section 4.3.
1-4(0)	1.05	5/15/2002	Review and update of procedure to incorporate new format. Revisions to Section 4.0.
1-4(0)	1.06	07/30/2004	Procedure review and update of department personnel to reflect new organizational structure and application of new format..

(#) = Number of attachment pages

6.0 Attachments

None.

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1.0 Introduction/Scope

This document states the subject, purpose, scope, organization and background of the Oak Point Emergency Response Manual, both the Field ERM Quick Reference and the Reference ERM.

The subject matter of this manual applies to all personnel at the Oak Point Plant. Some employees may simply need to know where and how to report for a head count. Others, especially those who will directly participate in emergency responses, will be trained and governed by the plans and procedures in this manual.

The Oak Point Plant is located on the west bank of the Mississippi River, in the southeast corner of the town of Belle Chasse, Louisiana. Belle Chasse lies downstream of New Orleans, about ten miles southeast of the central business district.

Oak Point employees, or their representatives, are free to inspect and/or make copies of this manual.

2.0 Introduction to the Oak Point Emergency Response Manual

2.1 Purpose

The purpose of this manual is to record in one place our plans, preparations, procedures and training for responding to all likely emergencies:

- ALL likely emergencies at the Oak Point plant, not just releases of hazardous substances (i.e., fires, explosions, product spills, gas releases, bomb threats, hurricanes, accidents during transport, etc.).
- Incidents that take place at the Oak Point Plant, including incidents that affect areas outside of the Plant.
- Various incidents that take place outside of the Plant.

The Oak Point Emergency Response Manual will also serve as:

- A training aid for both formal class work and self study with an aim toward preparing Oak Point personnel to respond effectively and safely to emergencies.
- A reference source of guidelines, procedures and specific information about various subjects pertaining to the response effort.

2.2 Legislative Background of HAZWOPER

RCRA

Over the years Congress has enacted several pieces of legislation to deal with hazardous wastes. Their first comprehensive effort was the Resource, Conservation and Recovery Act of 1976 (RCRA). In general, it regulates the disposal of all solid wastes. In particular, it regulates hazardous wastes, their creation, transportation, treatment and disposal.

CERCLA (SUPERFUND)

Before RCRA came into being, however, many hazardous waste sites had already been created and abandoned. So Congress enacted the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) to cover the pre-RCRA sites. CERCLA has become popularly known as "Superfund".

SARA

President Reagan signed into law the Superfund Amendments and Reauthorization Act of 1986. Under SARA, Congress dealt with the risks people faced while working at CERCLA and RCRA sites. The hazardous substances at these sites could threaten their safety and health. Congress wanted to make sure that the men and women that worked with hazardous substances got at least as much protection as the people who worked under existing EPA and OSHA regulations. Congress told the Secretary of Labor (OSHA) to issue regulations to protect people working with hazardous substances during site cleanup and emergency response. (This became HAZWOPER.)

HAZWOPER

HAZWOPER paragraphs 29CFR1910.120 § b-o and 19CFR1910.120 § p do not apply to Oak Point because we are not a RCRA site, nor a TSD facility.

29 CFR 1910.120 § q

This paragraph applies to the Oak Point Plant because we may respond to both actual and threatened releases of hazardous substances. 29 CFR 1910.120 § q requires us to produce a written emergency response plan that specifically deals with the following elements:

- Plans (made before the actual emergency) for coordinating our emergency response with outside agencies.
- Preventing emergency incidents
- Recognizing emergency situations and alerting others
- Emergency response procedures, especially the lines of authority, means of communication and roles of personnel
- Documented training of emergency response personnel
- Evacuation routes and procedures
- Safe distances and places of refuge
- Personal protective gear and emergency equipment
- Decontamination
- Emergency medical treatment and first aid, including surveillance of and consultation with emergency response personnel
- Post response operations, including:
  - A critique of the response effort
  - Follow-up procedures

Overview of PSM

PSM regulations require three emergency response practices.

- Implement an Emergency Action Plan in accordance with 29 CFR 1910.38 (a).
- Implement procedures for handling small releases in accordance with 29 CFR 1910.119.

- Demonstrate compliance with the Hazwoper Standards as stated in 29 CFR 1910.120 § (a), and (q).

Oak Point's Emergency Response Manual meets these requirements.

Overview of RMP

- RMP incorporates OSHA's PSM standard.
- RMP requires worst case and alternate scenario (more realistic) release modeling. Oak Point has complied with this requirement. Refer to the Community Response Guidelines Manual for realistic modeling results.
- Oak Point's compliance to the RMP requirements can be found in the Risk Management Plan Manual located in the Environmental Department.

Employee Emergency Plans and Fire Prevention Plans 29 CFR 1910.38

The Emergency Action Plan must include:

- Emergency escape procedures and escape routes
- Procedures to follow by employees who remain to operate critical plant operations before evacuation
- Procedures to account for all employees after an emergency evacuation
- Rescue and medical duties for employees who are to perform them
- Method for reporting fires and other emergencies
- Names or job titles of persons or departments who can be contacted for information

The Fire Prevention Plan must include:

- A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources and their control procedures and the type of fire protection equipment or systems which can control a fire.
- Names or job titles of persons who are responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.
- Names or job titles of persons responsible for control of fuel source hazards.

Refer to Oak Point's Emergency Response Manual Section 3.0 for details relating to Oak Point's Fire Prevention Plan.

2.3 How the Manual is Organized

2.3.1 Quick Use References

One Page Summaries in the Field ERM

This manual contains one page summaries of guidelines and procedures for selected topics found elsewhere in the Reference Manual.

Emergency Phone Numbers

This document lists all telephone numbers that might be needed during an emergency incident.

2.3.2 Table of Contents

The Table of Contents accomplishes the following:

- Displays the topics covered.
- Indicates the document number for each topic.
- Suggests the logic of how this manual is organized and how the parts are related to each other.
- Shows which topic documents have been published in this manual and which documents remain to be completed.

2.3.3 Main Body

The main body of this manual is organized into five major parts:

- Emergency Preparedness
- Emergency Personnel
- Training Plan
- Emergency Response Procedures
- Post Emergency Response Operations

2.3.4 Emergency Preparedness

This part of the manual deals with our preparations for responding effectively and safely to emergencies. Topics include: pre-emergency planning, fire protection, medical surveillance, information on hazardous chemicals, PPE and emergency equipment and emergency drills.

This part of the manual also tells us how to coordinate our emergency response operations with those of outside agencies.

2.3.5 Emergency Personnel

This part of the completed manual describes our emergency responders, who they are, what they do and how they are organized and commanded.

2.3.6 Training Plan

This part of the manual covers all emergency response related training, personnel to be trained and frequency of training.

2.3.7 Emergency Response Procedures

This part of the manual does the following:

- Explains how to handle various emergency situations
- Tells how to put Oak Point's incident command system into effect and how to carry it out
- Covers the things people should know to recognize and emergency and how to alert others

- Goes over the steps to take in response to various anticipated emergencies (i.e., chemical or oil spills, gas releases, fires, hurricanes, bomb threats, transportation accidents, etc.)
- Covers responsibilities of security personnel, evacuation routes, places of refuge and assessment of hazards to the neighboring people, property and environment.
- Covers communications, decontamination, medical treatment and use of Oak Point's emergency response vehicles.

2.4 Post Emergency Response Operations

This part of the completed manual deals with the activities that take place after an emergency response:

- Cleanup
- Critique of the emergency response operations
- Community Awareness and Emergency Response

2.5 Provisions for Updating this Manual

Oak Point's Safety Department will be responsible for keeping this manual updated. All information will be reviewed once a year. This review will include:

- Employee suggestions
- Assessments of past incidents and drills
- Incorporation of any additions and alterations that become necessary because of changes in legislative requirements, governmental regulations or company policy.

3.0 Definitions

None.

4.0 References

OSHA 29 CFR 1910.120 "HAZWOPER"
OSHA 29 CFR 1910.38 "Employee Emergency Plans and Fire Prevention Plans"
OSHA 40 CFR 1910.119 "PSM"
OSHA 40 CFR 68 § f "RMP"

5.0 Records

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Record of Revisions and Reviews

Page	Revision	Date	Comments
1-10(0)	1.00	July 1993	Creation of this procedure.
1-18(0)	1.01	October 1993	Minor additions to Section 4.4.3.4.

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Page	Revision	Date	Comments
1-11(0)	1.02	December 1993	Minor revisions.
1-10(0)	1.03	May 15, 2002	Minor revisions to incorporate new format and update Sections 2.2, 2.5 and 4.0.
1-7(0)	1.04	07/30/2004	Procedure review and update of department personnel to reflect new organizational structure.

(#) = Number of attachment pages

6.0 Attachments

None.

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Outline **Page No.**

Outline (Continued)

1.0 Introduction/Scope

This document covers Oak Point's pre-emergency planning and preparations. Oak Point wants to make sure it conducts the safest and most effective emergency response possible. This document will cover the following topics:

- Coordinating emergency response activities between Oak Point and outside agencies
- Emergency response drills
- Fire Prevention Plan
- Available firefighting equipment at Oak Point
- PPE and emergency equipment at Oak Point
- Oak Point's medical surveillance program

2.0 Procedure

2.1 Pre-Emergency Planning and Coordination with Outside Agencies

Oak Point sees a definite need for pre-emergency plans, preparations and practice exercises that involve outside agencies – especially local outside agencies such as the BCVFD, the Sheriff's Office, and emergency medical responders.

2.1.1 Coordination Meetings

Oak Point meets with outside agencies annually to coordinate plans, preparations and communications. Topics discussed at these meetings include the following:

- Planned emergency response drills
- Mutual Aid activities
- Plant tours for emergency responders
- Miscellaneous topics of mutual interest

2.1.2 Emergency Response Drills

Oak Point conducts emergency response drills as outlined in its Annual Drill Plan. This will include two (2) in-house drills and one (1) joint mutual aid drill annually. The objectives of these drills include the following:

- Coordinate effectively with Oak Point's ERT, and ICS internal organizations
- Coordinate effectively with outside organizations such as the Local Emergency Planning Committee, fire fighters, law enforcement and emergency medical personnel
- Provide training for all of Oak Point's emergency responder groups in ICS operations and emergency response procedures
- Satisfy legal requirements for drills such as OPA 90 Plan guidelines

2.1.3 Annual Assessments

The Oak Point Safety Department will conduct two (2) assessments annually of specific processes or units. Pre-Emergency Plans have been developed for each process area, such as PIB, SRU, HOB, Cogen, 219, Filter Building, Mixer Building, Special Chemicals, Utilities, Ecology, Control Lab, Blending & Shipping, Wharf and Maintenance. The purpose of the assessments includes the following:

- Properly prepare for potential releases or emergencies within the facility.
- Identify new hazards and plan appropriate responses accordingly.

- Determine potential impact on the surrounding community and develop a mutual planned response with the assistance of local input.

The finalized assessments will be provided to the local officials to be included in the local emergency response plan.

The Safety Department will be responsible for coordinating the annual drills and assessments. Documentation will include both the drills and post-incident critiques. The Safety department will also be accountable for corrective measures identified in the assessment process.

2.2 Medical Emergencies

2.2.1 Oak Point's First Responders

Oak Point has a voluntary group of approximately 25 highly-trained personnel called First Responders. First Responders are trained professionals who are medically certified by the State of Louisiana. They, along with Oak Point's Plant Nurse, are responsible for providing prompt emergency medical care for any individuals who become sick or injured while at the Oak Point Facility (Chevron Oronite or Contractor).

First Responders routinely get the following training:

- Quarterly update training including various practical scenarios and CPR (8 hours per quarter)
- Yearly bloodborne pathogen training (4 hours)
- Biennial CPR recertification through the American Heart Association and First Responder recertification through the State of Louisiana (32 hours)

In addition the First Responders, Plant Nurse and the Emergency Response Team (ERT) routinely participate in joint training exercises in the event of medical emergencies where some form of rescue is needed. This combination of teamwork and expertise is invaluable to ensure a timely and effective emergency response. Anyone needing the services of Oak Point's First Responders can reach them by radio on Channel 1 or by calling the Control Lab at X-4444 and describing the problem. In the event of a medical emergency occurring off hours when, due to vacation, sickness, etc., a First Responder is not immediately available, the Plant Nurse should be notified by phone or pager.

The purpose and make-up of the First Responder group are outlined in Section 4.0 of the ERM and their detailed training plans are located in Section 5.0. The First Responders also follow a detailed set of protocols which are updated and maintained by the Plant Nurse on an "as-needed" basis.

2.3 Fire Protection

2.3.1 Oak Point Fire Fighting Plans

For Oak Point's Fire Fighting organization, personnel, plans and details, see Attachment B: Oak Point's Emergency Responder Plans. These Plans also outline Hazmat and Rescue duties.

2.3.2 Pre-Fire Planning

Reference Documents

Reference documents, containing information about the Oak Point Plan, have been placed in three locations: (1) in the ERV; (2) in the primary EOC; and (3) in the secondary EOC (i.e. the Pan Am building). These documents include:

- Plot Plans
- Floor plans of major buildings and trailers
- Tank list, including (1) tank contents and (2) flash points of the contents
- Specific chemical information. Emergency procedures and general information about Oak Point's most hazardous chemicals can be found in ERM-6.6, Attachment C, "Information Sheets - Hazardous Chemicals".

BCVFD Command Authority - Assistance

The BCVFD may take charge of an emergency response to a fire at the Oak Point Plant if it chooses to do so. However, the BCFVD will normally NOT choose this option, based on the view that Oak Point personnel better know how to handle a fire at their own facility. Normally when Oak Point calls out the BCVFD, they respond to the scene and then stand by until Oak Point asks them to participate and assigns them a role.

2.3.3 Fire Prevention Plan

Policy 530 Fire Protection Principles

ChevronTexaco Corporate Policy 530 outlines the principles for Fire Protection. These principles are:

- It is generally better to spend resources on prevention than fire suppression.
- Facilities are designed and maintained in a manner compatible with applicable industry codes and consensus standards for fire protection and fire prevention.
- Fire protection which includes fire prevention is an integral part of design, construction, maintenance and operations of a facility.
- Fire protection programs are maintained by periodic inspection.
- Process Safety Management (PSM) is an integral part of the Fire Prevention Plan.

Fire Prevention Responsibilities

- The Management of the Facility is responsible for fire prevention within the facility. This responsibility may be delegated to managers, supervisors or specialists who are in turn accountable to management.
- Employees are responsible for the day-to-day activities of the plan such as routine inspections of fire equipment, housekeeping and equipment controls and procedural controls.

Fire Protection Manual (Refer to Section 4.0, "References" of this document)

The information in the Fire Protection Manual was developed by ChevronTexaco Corporation and its operating companies. It sets the standard for fire prevention in all ChevronTexaco facilities. What follows is a review of those parts of the Fire Protection Manual that are relevant to emergency preparedness.

"Introduction to Fire Prevention" (Section 100 If the Fire Protection Manual)

This section discusses ChevronTexaco's fire protection policy and briefly discusses the principles of combustion. The main sections include:

- "Process Hazards Management" (Subsection 113) goes over the procedures necessary to insure production safety through the following:
  - Original design
  - Operating procedures
  - Start-up reviews
  - Safe work practices
- "Responsibilities of Personnel" (Subsection 114) lists the duties of a facility's management and its employees.
- "Principles of Combustion" (Subsection 120) discusses the key properties of combustible materials and how they relate to fire prevention.

"Fire Prevention through Operation" (Section 200)

The Operations Department is responsible for fire prevention in their procedures and standards. The Safety Department is available for consultation and review and for supply of information on published regulations, advisory codes and state-of-the-art recommendations. Further guidance is available in Section 200 of the ChevronTexaco Fire Protection Manual.

This section discusses fire prevention through the following:

- Operating practices
- Standards
- Regulations
- Codes

Subsection 210 says, "The operations management in charge of any facility carries first-line responsibility for minimizing fire hazards."

Operations personnel must constantly monitor changes in operating conditions. They should control such items as the following:

- Sources of ignition
- Means of reducing consequences
- Spontaneous combustion
- Unnecessary combustibles

"Prevention through Inspection and Maintenance" (Section 300)

This section discusses the elements of inspection and maintenance activities that affect fire prevention. The key elements are:

- "Scope" (Subsection 312) lists the objectives of inspections and maintenance activities. Personnel should try to do the following:
  - Detect operating conditions that could (a) start fires and (b) interfere with firefighting efforts.

- Use maintenance practices that minimize potential fire hazards. Specific inspection and maintenance procedures may be found by consulting the index of Plant Instructions.
- Notice the condition of (a) operating equipment and (b) fire detection, control, and extinguishing equipment.

- "Inspection" (Subsection 320) says that one person or job position should carry the responsibility for setting up and making scheduled inspections.

  Oak Point Operations personnel conduct bi-weekly inspections of fire equipment and periodic inspections of other Operations equipment and devices as directed by Plant Instructions and other Plant standards.

- Subsection 330, called "Maintenance", causes Oak Point to require the following permits:

  - A special hot work permit to do hot work
  - An entry permit to enter confined spaces

"Fighting the Fire" (Section 600)

This section of the Fire Protection Manual covers basic firefighting procedures.

"General Fire Extinguishing Methods" (Subsection 610) lists four basic methods for fire extinguishment:

1. **Quenching** - cools the burning material to a point below its flash point by laying on a cooling agent (e.g., water).

2. **Smothering** - takes oxygen away from the fire by placing an inert barrier between the fuel-vapor source and the surrounding air. Inert barriers include the following:

   - A physical cover
   - A layer of foam
   - A blanket of CO_2
   - Steam or inert gases

3. **Flame Suppression** - uses inert liquids or solids to absorb or reflect some of the heat radiating from the fire, thereby reducing the temperature of the flames. For example: when a fine spray (fog) of water is sprayed on a fire, the water droplets will absorb heat. Some will evaporate. The evaporating water droplets become steam, removing heat from the surroundings.

   Water droplets that land on solids in the area will act to keep the solids cool by (a) evaporating (i.e., absorbing heat) and (b) reflecting the heat being radiated from the fire.

4. **Flame Propagation Interruption** - interrupts the chemical chain reaction of the fire by laying on inert materials such as dry-chemical or halogenated-hydrocarbon extinguishing agents.

   For two additional methods of fire extinguishment, see Section 2.3.4 of this document.

"Evaluating the Situation" (Subsection 620) says that the IC should:

- Size up the situation
- Organize and direct an effective emergency response

Emergency Response Manual

Emergency Response Information and Activities can be found in the Oak Point Field and/or Reference Emergency Response Manual (ERM). The ERM covers the Emergency Response Organization, fire Training, fire Fighting, Fire Investigation and other subjects related to Fire Prevention. Specific information on these subjects can be found by consulting the ERM Table of Contents.

2.3.4 Basic Fire Suppression and Extinguishment

In addition to the four basic methods for fire extinguishment listed in Section 2.3.3 above, Oak Point recognizes two more methods:

5. **Starvation** - controls fires by the following methods:

   - Mechanically removing or sealing off the fuel from the fire
   - Diverting or shutting off the flow of liquids or gasses that are fueling the fire
   - Flushing the fuel away from the fire
   - Other means that result in taking the fuel away from the fire

6. **Exhaustion** - allows the fire to burn until its fuel is exhausted. Firefighters try to:

   - Keep the fire from spreading
   - Prevent or reduce damage to neighboring areas

General Considerations

- Avoid directing a straight stream of water on a burning liquid, which could move the fuel and spread the fire.

- In most situations, water gives good results when used to cool down buildings, equipment or personnel.

- Electrical fires:

  - Use CO_2, Halon or Dry Chemical
  - Avoid using water

- Avoid using water on fires that involve a highly water-reactive material (e.g., P_2S_5)

Drum-Storage Fires

When a fire takes place around and among storage drums, firefighters should begin spraying water on all of the exposed drums as soon as possible. The aim is to cool down the drums so that they do not rupture and add more fuel to the fire.

Tank Trucks and Rail Cars

When the contents of a tank truck or rail car are fueling a fire, firefighters should take into consideration the immediate surroundings. For example:

- Before using water to fight the fire, firefighters should think about where the runoff will go.
- If the fire is small, firefighters can use dry-chemical extinguishers to fight the fire thereby avoiding the problem of water-fuel runoff.

2.3.5 Fixed Firefighting Equipment

The Oak Point Plant has the following fixed equipment on hand:

- Standard fire hydrants - equipped with outlet configurations for both 1-1/2 and 2-1/2 inch hoses.
- Adjustable fire monitors - mounted on top of the fire hydrants and as separate units. These fire monitors have been placed in strategic locations around the Oak Point Plant where extra cooling or stream height might be needed.
- Automatic water sprinklers in the Main Office Building and Technical Center.
- Halon system in the Technical Center Computer Room.
- Automatic water sprinklers - located in the U&F Area at both the pressure filters and the solids pit.
- Hose reels with 1-1/2 inch hoses.

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- Deluge system for Filter Building deck.
- Deluge system on Zinc Reactors. – below the operations deck
- Deluge system on Isobutylene Spheres.
- Fusible link sprinkler system at Special Chemicals Hot Oil Pumps and Utilities Hot Oil Pumps. }

2.3.6 Portable Firefighting Equipment

- Dry-chemical (Purple K), hand-held fire extinguishers in 5, 10, 15 and 30 pound sizes. These are located in strategic locations around the Oak Point Plant to provide maximum coverage. These fire extinguishers are effective on liquid fires, electrical fires and solid material fires. They should NOT be used on fires that involve Maleic Anhydride. Instead, use water fogs or foam on Maleic Anhydride.
- Fire extinguishers with wheels (150 and 300 pound dry chemical, Purple K).
- Halon extinguishers are used where contamination must be minimized (i.e., the Lab).
- CO_2 extinguishers are located throughout the Plant for special purpose use such as electrical fires.

- The Emergency Response Vehicle (ERV):
  - Foam storage (100 gallons) and delivery system
  - Hoses: 200 feet of 1-1/2 inch hose and 400 feet of 2-1/2 inch hose
  - Two portable hose holders (to help prevent human fatigue and to conserve manpower)

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- The Rapid Response Vehicle (RRV):
  - 1991 International Emergency One Quick Attack truck with a 350 gpm pump and a 350-gallon water booster tank capable of producing 350 gpm from draft
  - 500 feet of 3" supply hose
  - One 2-1/2" pre-connected attack line
  - Two 1-3/4" pre-connected attack lines (200 feet each)
  - 100 foot 1" booster reel line
  - 100 foot 1-1/2" pre-connected foam line with 125 gpm foam inductor
  - Basic fire-fighting equipment, nozzles, fittings, tools, fans and personal protective equipment }

- The foam cart:
  - Foam storage (75 gallons) and delivery system
  - Hoses: 200 feet of 1-1/2 inch hose and 300 feet of 2-1/2 inch hose

- Hose carts with 1-1/2 and 2-1/2 inch fire hoses and nozzles. Most of these carts have been assigned to Operations personnel. In case of a fire, they will bring the hose carts to the Staging Area and report to the ICS Logistics Officer.

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- Two portable monitors (500 gpm) positioned strategically by fire sheds in the plant. }

2.3.7 Protective Clothing for Firefighting

The ICS Operations Officer, in consultation with the ICS Safety Officer, will decide what firefighting protective clothing should be worn.

Bunker Gear

Normally, firefighters should wear full bunker gear whenever they approach a fire or flammable liquid spill for reconnaissance, cooling or extinguishing.

Full bunker gear includes the following:

- Nomex hood
- Coat
- Pants
- Gloves
- Boots
- Helmet

Bunker gear locations:

- Each ERT member is assigned his/her own personal set of bunker gear.
- ERV - 10 sets
- ERV's garage - additional sets for other Response personnel

NOTE: Bunker Gear cabinets are strategically placed in the four operating areas to provide storage for ERT's Bunker gear.

SCBA

SCBAs have been placed at strategic locations around the Plant, including eight on ERV.

When an emergency takes place or the potential for fire exists, SCBAs should be made available in case they are needed. SCBAs should be used for the following:

- First-time approach to the fire for reconnaissance
- Offensive firefighting
- Rescue of personnel in endangered areas
- Hazmat Operations

2.3.8 Firefighting Training (See ERM-5.0, "Emergency Response Training" for details of emergency response training)

Industrial Fire Training every year for select ICS officers and half of the Emergency Response Team

- **Firefighting I:** on-site, hands-on, dry-chemical training every two years for all O&M employees
- **Firefighting II:** hands-on, hose-line training every two years for all O&M employees
- **ICS Refresher involving strategy & tactics:** On-site training annually for Operations and Lab Supervisors (First-Line) and ERT officers.

2.4 Specific Chemical Information

For information on the most hazardous chemicals found at the Oak Point Plant see ERM-6.6, Attachment 3, "Information Sheets - Hazardous Chemicals. Information about the chemicals listed in ERM-6.6 Attachment 3 includes the following:

- Flammability
- Personal exposure limits
- PPE
- First Aid
- Monitoring
- How to handle spills, releases, and fires involving these materials

2.5 Medical Surveillance for Emergency Response Personnel

2.5.1 Covered Employees

This section covers Oak Point's medical surveillance program for the following:

- Members of the Emergency Response Team
- Members of the Emergency Response Group (Oak Point O&M who are part of the Response efforts)

2.5.2 Frequency of Medical Examination

Emergency Response Team

Each member of the Emergency Response Team will receive the following physical examinations:

- A baseline physical before joining the team.
- Annual examinations for as long a time as he or she remains a member of the team.
- A special examination whenever he or she is injured or exposed to a hazardous substance as a member of the team. An assigned physician will specify what type of examination shall be given, depending upon:
  - Type of injury
  - Symptoms of exposure to a hazardous substance
- Exit physical examination when separating from the team.

Emergency Response Group

This group is made up of Oak Point O&M personnel trained to fight fires. They will receive the following physical examinations:

- Pre-employment physical.
- Examinations based upon the Oak Point physical examination program.
- Examinations made necessary because of an injury or exposure to a hazardous substance. An assigned physician will specify what type of examination the victims should receive, depending upon the following:
  - Type of injury
  - Symptoms of exposure to a hazardous substance

2.5.3 Content of Physical Exam

Emergency Response Team

Members of the Emergency Response Team will receive the "Hazardous Waste Physical". This examination requires a written opinion from a physician and includes the following:

- Medical history
- Work history
- Routine physical
- Clearance for respirator use
- Assessment of ability to wear PPE

Emergency Response Group

Members of the Emergency Response Group will be offered the voluntary "Health Evaluation Physical Examination". This exam does NOT need a written opinion from a physician.

The "Health Evaluation Physical Examination" contains the same elements as the "Hazardous Waste Operations Physical Examination", which is given to members of the Emergency Response Team.

2.5.4 Employee Feedback on the Physical Examination

Members of the Emergency Response Team will receive a Physicians Report about their annual physical examinations.

2.5.5 Employee Records

The Oak Point Medical Department will keep the following employee records:

- Name and social security number
- Physicians Report (written)
- Related employee medical complaints

The employee's records will be kept for the duration of their employment, plus thirty years.

2.5.6 Information to be provided by the Oak Point Plant to the Company Physician

Oak Point has provided a copy of OSHA 1910.120 and its appendices to the Company Physician.

When an employee or his or her supervisor has reason to believe that he or she has been injured or exposed to harmful concentrations of a hazardous substance, Oak Point will provide the following information to the Company Physician:

- Information about what the employee was doing at the time of exposure
- Exposure level, if known
- PPE information
  - PPE required by PI-714
  - PPE actually used
  - Other relevant emergency information
- Respiratory equipment
  - Equipment required by PI-721
  - Equipment actually used
  - Other relevant emergency information
- Other appropriate medical information not already provided

2.5.7 Examination Costs

Oak Point employees or Contract employees will not have to pay the cost of medical examinations associated with their participation in either the Emergency Response Team or the First Responders Group. Neither will the employees be asked to suffer loss of pay as a result of such participation.

2.6 PPE and Emergency Equipment

The ICS Operations Officer and ERT Officer, in consultation with the ICS Safety Officer, will decide what level of PPE is appropriate, based on their information in Attachment A, "Hazwoper Chemical Information Table".

2.6.1 Level A PPE

This is the highest level of protection. When a situation poses a serious threat to a person's skin, eyes, and/or respiratory system, that person should wear Level A protection. For example, personnel would probably wear Level A protection when responding to one of the following:

- A large, rapid spill of a hazardous liquid
- A large release of a hazardous vapor or gas

Level A protection totally encapsulates the wearer. It will block out hazardous chemical liquids and vapors found at the Oak Point Plant.

Level A PPE includes the following:

- Breathing apparatus - with a self-contained, positive-pressure, full-face piece
- CHEMREL Level A Suit - totally encapsulating chemical protective suit
- Gloves - three pairs (1) inner latex, (2) suit gloves, and (3) outer silver shield
- Boots - chemical resistant
- Optional - boot covers, hard hats and other items as needed

Only members of the Emergency Response Team will be allowed to use Level A protection. These suits are stored on the ERV. The Emergency Response Team can practice using Level A protective equipment by using the training suits that are available at the Oak Point Plant. They can suit up and go through practice work sessions.

2.6.2 Level B PPE

This is the second highest level of protection. Level B PPE is required when the situation calls for (a) the highest level of respiratory and eye protection, but (b) NOT the highest level of skin protection.

This level of protection will ordinarily provide adequate protection for most spills and releases encountered at the Oak Point Plant.

Level B PPE includes the following:

- Breathing apparatus that employs either: (a) a self-contained, positive-pressure, full-face piece; or (b) a positive-pressure supplied air line, full-face respirator with escape bottle.
- Greylite Suit with hood - chemical-resistant coverall. It blocks most chemical liquids. Level B allows openings at the ankles, which can be taped shut for added protection.
- Gloves - chemical resistant with sealing cuffs.
- Boots - chemical resistant.
- Optional - boot covers, hard hats and other items as needed.

2.6.3 Level C PPE

Level C is the third highest level of protection. Level C protection can be used when:

- The identity and approximate concentration of airborne substances are known and within acceptable limits.
- Oxygen content is at least 19.6 percent of the surrounding air.
- The provisions outlined in PI-721 for respirator use must be met.

Level C PPE includes the following:

- Air-purifying respirators equipped with either a full-face or a half-face mask and furnished with the correct filter, as required.
- Chemical-resistant clothing - Greylite Suit or other clothing such as the following:
  - Tyvek/Kleenguard
  - Caustic Suit
  - Green acid suit

The actual type of suit that may be used for Level C protection will vary according to the hazard and concentration of the contaminant being protected against.

- Gloves - chemical resistant
- Boots - chemical resistant
- Boot covers
- Hard hat
- Optional as needed - Greylite hood and boot covers

2.6.4 Level D PPE

Level D PPE includes standard work clothes. Level D PPE is a work uniform that affords minimal protection from nuisance contamination only.

3.0 Definitions

BCVFD	-	Belle Chasse Volunteer Fire Department
CO_2	-	Carbon dioxide
EH&S	-	Environmental, Health & Safety Department
EOC	-	Oak Point's Emergency Operations Center
ERT	-	Emergency Response Team
ERV	-	Oak Point's Emergency Response Vehicle

	Flash Point	-	The lowest temperature at which a flammable liquid gives off sufficient vapors to ignite but not sustain combustion
	Hot Work	-	Any work in the Plant that involves a source of ignition such as an open flame, spark or hot surface
	IC	-	Incident Commander of the ICS
	ICS	-	Oak Point's Incident Command System
	MA	-	Maleic Anhydride
	O&M	-	Operations & Maintenance
	P_2S_5	-	Phosphorous Pentasulfide
	PI	-	Oak Point Plant Instruction
	PPE	-	Personal Protective Equipment
R {	RRV	-	Rapid Response Vehicle }
	SCBA	-	Self-Contained Breathing Apparatus

4.0 References

Fire Protection Manual, Volume 1. Richmond, Calif.: Chevron Research and Technology Co., 1992

5.0 Records

Obsolete copies of this procedure shall be archived in the OPDMS in accordance with Corporate retention guidelines. Requests for review copies of documents in Archive Status shall be made in accordance with PI-113.

Record of Revisions and Reviews

Page	Revision	Date	Comments
1-20(1)	1.00	10/1993	Creation of the procedure
1-20(1)	1.01	12/1993	Revision to page 14
1-20(1)	1.02	12/1994	Revision to add Oak Point's Fire Fighting Plans
1-21(60	1.03	07/1995	Added a written Fire Prevention Plan to comply with OSHA 1910.38
1-21(6)	1.04	08/1997	Revisions to Attachment B
1-22(6)	1.04	08/1998	Revisions made throughout document to reflect change from Hazmat Team to Emergency Response Team (ERT)
1-23(9)	1.04	01/1999	Added new Section 4.2 and revised Attachments "A" and "B"
1-18(6)	1.05	07/30/2004	Review of ERM completed; update of fixed firefighting equipment locations, Section 2.3.5; update of portable firefighting equipment locations, Section 2.3.6, addition of Rapid Response Vehicle (RRV) information; update of department personnel to reflect new organizational structure, and application of new format, .

(#) = Number of attachment pages

6.0 Attachments

Attachment 1: Hazwoper Chemical Information Table
Attachment 2: Oak Point Fire Fighting Plans

Attachment 1

Hazwoper Chemical Information Table

Chemical	NFPA H	NFPA F	NFPA R	PPE	Decontamination Solution-See Below	Incompatibilities	Environmental Protection Concerns	Exposure Limits TWA	Exposure Limits STEL
Acetic Acid	3	2	1	B	C	Strong Caustics and Oxidizers	Neutralize acids spills with Caustic before attempting clean-up; Verify with pH probe	10 PPM	15 PPM
Acetic/Formic Acid	3	2	0	B	C	Strong Oxidizers/Caustics Conc, Sulfuric Acid	Neutralize acids spills with Caustic before attempting clean-up; Verify with pH probe	5 PPM	10 PPM
Acetic Anhydride	3	2	2	A	C	Water Alcohols, Amines Strong Caustics/Oxidizers	Neutralize washings with Soda Ash or Lime	C5 PPM	–
Acetone	2	3	0	B	C	Oxidizing Materials, Acids		750 PM	1000 PPM
Acetonitrile	2	3	2	B	C	Strong Oxidizers		40 PPM	60 PPM
Alcohol 262	1	3	0	B	C	Caustics, Aldehydes, Amines, Oxidizers	Large quantities cause significant Oxygen depletion in aqueous systems	100 PPM	40 PPM
Alcohol 267	2	3	0	B	C	Oxidizing Agents	Large quantities cause significant Oxygen depletion in aqueous systems	50 PPM	—
Alcohol, Isobutyl	1	3	0	B	C	Oxidizing Agents		50 PPM	–
Alcohol, Methyl	1	3	0	B	C	Oxidizers, Reactive Metals		200 PPM	250 PPM
Alcohol, SecButyl	3	3	0	B	C	Caustics, Aldehydes, Amines, Oxidizers		100 PPM	–
Alpha Pinene	1	3	0	B	C			–	–
Ammonia	3	2	2	B/A	C	Boron Trifluoride		25 PPM	35 PPM 24 Mg./m^3 (>35PPM)-C
Armeen HT	3	1	0	B	C	Strong Caustics and Oxidizers		–	–
Boron Trifluoride	4	1	3	A	W	Ammonia Oxidizers		1 PPM	2.8Mg/M^3 (1.07PPM)
Butylene (CIS-Butene)	2	4	1	B	C	Strong Oxidizers		THC 400 PPM	
Carbon Dioxide	3	0	0	B	W			10,000 PPM	30,000 PPM
Caustic	3	0	1	A	D	Acids, Aldehydes	Neutralize Caustic with Acid spills before attempting to clean-up; Verify with pH probe	–	–
Chloroform	3	0	0	B	C	Strong Caustics		2 PPM	–
Cobratec 45-I	2	3	0	B	C	Oxidizing Agents		–	–
DETA/HPA	3	1	0	A	C	Acids, Aldehydes	Avoid discharge to Stormwater System	1 PPM	–
Diphenylamine (DPA)	3	1	0	C	C	Oxidizing Agents		–	–

Decontamination Solutions: **C** = 5% Trisodium Phosphate Solution **D** = 1 Pint Hydrochloric Acid in Ten Gallons Water Solution **W** = Water Rinse

Note: PPE listed in this table is for worst case situations and may be downgraded by the I.C. for moderate or small spills, leaks or releases.

Revisions are shown by **R** and { Text. }

Attachment 1 (Continued)

Hazwoper Chemical Information Table

Chemical	NFPA H	NFPA F	NFPA R	PPE	Decontamination Solution-See Below	Incompatibilities	Environmental Protection Concerns	Exposure Limits TWA	Exposure Limits STEL
Dithiophosphoric Acids	3	2	0	B	C	Oxidizing Agents		–	–
Ethylenediamine (EDA)	3	2	1	A	C	Acids, Aldehydes	Avoid discharge to Stormwater System	10 PPM	
Hydrogen Sulfide	3	4	0	B	W	Strong Oxidizers		10 PPM	15 PPM
Lacolene	1	3	0	B	C	Strong Oxidizers		400 PPM	–
Maleic Anhydride	3	1	0	A	C	Strong Oxidizers/Caustics Amines (>150F)		.25 PPM	–
Monomethylamine	3	4	0	A	C	Strong Oxidizers	Neutralize spills with Sodium Bisulfate, control vapors with water fog	–	–
Naptha	2	4	0	B	C	Strong Oxidizers		10 PPM	15 PPM
OLOA 233A	3	1	0	A	C	Strong Bases/Oxidizers		–	–
OLOA 262	3	1	0	C	C	Strong Acids, Strong Oxidizers	Contain liquid to further prevent contamination of soil, surface water and groundwater	–	–
OLOA 262J	3	1	0	C	C	Strong Acids, Strong Oxidizers	Contain liquid to further prevent contamination of soil, surface water and groundwater	–	–
OLOA 267	3	1	0	C	C	Strong Acids, Strong Oxidizers	Contain liquid to further prevent contamination of soil, surface water and groundwater	–	–
OLOA 269	3	1	0	C	C	Strong Acids, Strong Oxidizers	Contain liquid to further prevent contamination of soil, surface water and groundwater	–	–
OLOA 269Q	3	1	0	C	C	Strong Acids, Strong Oxidizers	Contain liquid to further prevent contamination of soil, surface water and groundwater	–	–
OLOA 269R	3	1	0	C	C	Strong Acids, Strong Oxidizers	Contain liquid to further prevent contamination of soil, surface water and groundwater	–	–
OLOA 269RJ	3	1	0	C	C	Strong Acids, Strong Oxidizers	Contain liquid to further prevent contamination of soil, surface water and groundwater	–	–
OLOA 269RK	3	1	0	C	C	Strong Acids	Contain liquid to further prevent contamination of soil, surface water and groundwater		
OLOA 1572	3	1	0	C	C	Acids, Aldehydes	Avoid discharge to Stormwater System	–	–
OLOA 2500T	3	1	0	B	D	Strong Acids, Strong Oxidizers		–	–
OLOA 2500V	3	1	0	B	D	Strong Acids, Strong Oxidizers		–	–
OLOA 2501C	3	1	0	B	D	Strong Acids, Strong Oxidizers		–	–

Decontamination Solutions: C = 5% Trisodium Phosphate Solution D = 1 Pint Hydrochloric Acid in Ten Gallons Water Solution W = Water Rinse

Note: PPE listed in this table is for worst case situations and may be downgraded by the I.C. for moderate or small spills, leaks or releases.

Attachment 1 (Continued)

Hazwoper Chemical Information Table

Chemical	NFPA H	NFPA F	NFPA R	PPE	Decontamination Solution-See Below	Incompatibilities	Environmental Protection Concerns	Exposure Limits TWA	Exposure Limits STEL
OLOA 2501M	3	1	0	B	C	Strong Oxidizing and Reducing Agents		–	–
OLOA 2502S	1	1	1	B	C	Elevated Temperatures and Strong Alkalies	Avoid discharge to Stormwater System	–	–
OLOA 2504B	2	3	0	B	C			–	–
OLOA 2504D	3	1	0	B	C	Strong Acids, Strong Oxidizers		–	–
OLOA 2505Y	3	1	1	B		Acids	Avoid discharge to Stormwater System	–	–
OLOA 2506C	3	1	0	B	C	Strong Acids, Strong Oxidizers		–	–
OLOA 4268D	3	1	0	B	C	Strong Acids, Strong Oxidizers		–	–
Phosphorous Pentasulfide	3	1	2	B	***	Water, Acids, Oxidizers		–	–
Pibsa Resin	3	1	0	B	C	Strong Bases, Strong Oxidizers		–	–
Phenol	4	2	0	A	C	Strong Oxidizers	Avoid discharge of any quantity to Stormwater System	5 PPM	–
Paraformaldehyde	2	2	1	C	C	Caustics, Amines, Acids		–	–
Sulfonic Acid	3	1	0	A	C	Strong Oxidizing Agents		1 PPM	–
Sulfur	3	1	0	B	C	Hydrocarbons, Strong Oxidizers		–	–
Sulfur Dioxide/ Trioxide	3	0	2	B/A	C			2 PPM	5 PPM 13Mg/M^3 (<35ppm)-C
Sulfuric Acid	3	0	0	A	C	Heated Alcohols, Oxidizing Agents	Waste Sulfuric Acid should be diluted with water and neutralized with an Alkali (Caustic)	–	–
TEPA	3	1	0	A	C	Acids, Aldehydes, Oxidizing Agents	Avoid discharges to Stormwater System	–	–
TETA	3	1	0	A	C	Acids, Aldehydes, Oxidizing Agents	Contain spill and cover with Sodium Bisulfate to neutralize	–	–
Toluene	3	2	0	B	C	Strong Oxidizing Agents		100 PPM	150 PPM
Xylene	2	3	0	B	C	Strong Oxidizing Agents		100 PPM	150 PPM

Decontamination Solutions: **C** = 5% Trisodium Phosphate Solution **D** = 1 Pint Hydrochloric Acid in Ten Gallons Water Solution **W** = Water Rinse

***** Brush off Suit and remove while standing in a 300 Gallon Bag**

Note: PPE listed in this table is for worst case situations and may be downgraded by the I.C. for moderate or small spills, leaks or releases.

Revisions are shown by R and { Text. }

Attachment 2

Oak Point's Fire Fighting Plans

Overview

Oak Point's Fire Fighters consist of an Emergency Response Team (ERT) and all Operators, Mechanics and Supervisors. The ERT consists of highly trained personnel in the areas of Fire Fighting, Hazmat and Rescue. This group forms the first line of defense for these types of emergencies at Oak Point. The ERT includes members assigned to each crew and day workers. The ERT can perform fire fighting from the Incipient through the Advanced Exterior Stage.

Plant Operators, Mechanics and Supervisors are trained annually, primarily in Incipient fire fighting techniques. This group is trained to assist and support the ERT, as needed in the area of hose handling and defensive fire fighting. However, Operators or Mechanics who are first on the scene of a fire or release emergency (prior to the arrival of ICS Officers or ERT personnel) are expected to perform the initial assessment and response. Depending on the severity of the incident, this may only be defensive actions.

The following Organization Statement outlines Oak Point's fire fighting policy:

Organization Statement

Oak Point's ERT (fire fighters) will perform offensive and defensive fire fighting from the Incipient through the Advanced Exterior Stage. Fire fighting personnel will wear bunker gear and self-contained breathing apparatuses (SCBA's) for and during fire fighting operations when entering the hot zone or warm zone or as directed by the ERT or ICS officers.

NOTE: SCBA's, bunker gear or other specialized PPE are used at Oak Point for other situations that do not involve fire fighting. This could be operating emergencies performed by Operations and Maintenance employees or Hazmat and Rescue duties performed by the ERT.

Definitions

1. **Advanced Exterior Fire Fighting** - Offensive fire fighting performed outside of an enclosed structure when the fire is beyond the Incipient Stage (see definition). It is usually performed using handlines flowing up to 300 gpm, master streams or similar devices.

2. **Defensive Fire Fighting** - The mode of fire control in which the only fire suppression activities taken are limited to those required to keep a fire from extending from one area to another and cool adjacent equipment. However, at times, defensive operations may extinguish a fire.

3. **Hose Team** - A minimum of two persons on a hose line. However, at Oak Point three people on a hose line are more appropriate for offensive fire fighting operations. When a hose team is required for offensive fire fighting, the fire will be approached using at least two hose teams and one or more hose team leaders with a backup safety hoseline for personal protection.

4. **Hose Team Leader** - An ERT Officer (Captain/Lieutenant) or Supervisor who has attended Off-Site Industrial fire training (i.e., Reno, Texas A&M, Rural Metro, etc.) and who guides two hose teams in an offensive fire fighting operation. This concept is also intended to cover personnel with equivalent off-site training from mutual and organizations such as the Belle Chasse Volunteer Fire Department (BCVFD).

5. **Hot Zone (Specific to fire fighting only)** - The area immediately surrounding the physical location of the fire. The outer boundary of the Hot Zone extends far enough from the fire to protect fire brigade members positioned outside the Hot Zone from being directly exposed to flames, dense smoke or extreme temperatures (radiant heat).

Attachment 2 (Continued)

Oak Point's Fire Fighting Plans

6. **Incident Command Post** - The location at the fire scene where the ICS officers can be found, usually close to the Emergency Response Vehicle (ERV) or Rapid Response Vehicle (RRV).

7. **Incipient Stage Fire Fighting** - Offensive or Defensive fire fighting performed inside or outside of an enclosed structure or building when the fire has not progressed beyond an incipient stage fire.

8. **Incipient Stage Fire** - As defined in National Fire Protection Association (NFPA) 600, the severity of a fire where the progression is in the early stage and has not developed beyond that which can be extinguished using hand portable fire extinguishers or hose lines flowing up to 125 gpm. This means that a maximum of 1-1/2" hoses can be used for extinguishing fires along with other portable or stationary devices such as dry chemical extinguishers or monitors. This could include the use of foam, multiple hose lines and hose teams per the recommendation of the ERT officers and the judgment of the ICS officers.

9. **Interior Structural Fire Fighting** - The physical activity of fire suppression, rescue, or both, inside of buildings or enclosed structures that are involved in a fire situation beyond the incipient state.

10. **Oak Point's Fire Fighters** - Oak Point personnel consisting of the ERT and all Plant Operators, Maintenance Mechanics and Supervisors.

11. **Offensive Fire Fighting** - The mode of fire control in which fire suppression activities are concentrated on reducing the size of a fire to accomplish extinguishment.

12. **War Zone (Specific to fire fighting only)** - The control area immediately surrounding and outside the boundary of the established Hot Zone of a fire.

Plan Details

Oak Point's fire fighting plans for plant personnel include the following:

1. Will provide the fire fighters (ERT members and plant operators, available 24 hours/day, and Maintenance mechanics, when available) for fighting Incipient through Advanced Exterior Stage fires as defined in NFPA 600. The requirements for any fire brigade organization are outlined in NFPA 600 and OSHA 1910.156.

2. Will make bunker gear and SCBA's available to Emergency Responders at the Incident command Post to be used for approaching Incipient through Advanced Exterior Stage fires. This equipment will be worn when entering the Hot or Warm Zones, or as directed by the ERT or ICS officers. SCBA's shall be worn until it has been determined that the air is safe.

3. Will perform Incipient and Advanced Exterior Stage fire fighting both offensively and defensively.

4. Will not perform Interior Structural Fire fighting beyond the Incipient Stage. A structure is any enclosed or partially enclosed building such as the Administration building, OPLC, Chemical Warehouse or the Mixer building. An example of an Incipient fire within a process structure that Oak Point will fight could be a localized mixer, manifold or flange fire. A similar example within an office building, like the OPLC or Administration building, could be a small trash can or electrical fire. Oak Point relies on the BCVFD for fighting an interior structural fire.

5. Will use only 1-1/2" hoses as handlines for extinguishing fires along with other portable or stationary devices such as dry chemical extinguishers or monitors. This could include the use of foam, multiple hose lines and hose teams per the recommendation of the ERT or ICS officers. Oak Point's fixed and portable equipment will be purchased, installed and used within these limits. An Advanced Exterior Fire Brigade is permitted to use larger diameter hoses; however, 1-1/2" hoses have been determined to be the most practical handlines to use.

Attachment 2 (Continued)

Oak Point's Fire Fighting Plans

6. Will use as hose team leaders only trained ERT members or Supervisors who have attended Off-Site Industrial fire training (i.e., Reno, Texas A&M, Rural Metro, etc.) or mutual aid personnel with equivalent training. This will include all Operating and selected Maintenance Supervisors. See the Emergency Response Manual (ERM) Document ERM-5.0 entitled "Emergency Response Training" for more details.

7. Will provide specialized training for the ERT members consisting of Fire Fighting, Hazmat and Rescue methods. The ERT forms the first line of defense for these types of emergencies at Oak Point.

8. Will provide annual training for Operations and Maintenance personnel. The training will be consistent with the duties they are expected to perform at the fire scene and may include, but are not limited, to hands-on drills, films or table tops, etc. As a minimum, the ERT are trained to handle Incipient through Advanced Exterior Stage Fires. During an emergency, Operations and Maintenance will be used to assist the ERT, as needed, in support roles for Fire Fighting, Hazmat or Rescue incidents. The training plan is described in the ERM Document ERM-5.0, which consists of Awareness through Incipient Fire training. All training will be documented and a record placed in KnowledgePlanet.

9. Will arrange for the BCVFD to stand by for the following emergency situations. Use of the BCVFD will be determined by the ERT or ICS officers.

   - The need for extra help/resources.
   - The need for Interior Fire fighting or search and rescue help.

10. Will require participation, in varying degrees by all Oak Point personnel in every Emergency Response. This requirement is set forth in the Oak Point ERM Document ERM-6.2 entitled "Recognition and Alerting". This means everyone has a role in an emergency. The role could vary from reporting at a gathering station for head count purposes to manning a hose line for fighting a fire.

    There are many jobs to be done in an emergency and it will be the responsibility of the ICS officers to select the "right people for the right job". This selection process will take into account the training, experience and knowledge of the Emergency Responders. Some guidelines the ICS or ERT officers should consider when choosing personnel for fire fighting, Hazmat or Rescue duties at the scene include:

    - When Hazmat, Rescue or fire fighting operations are needed, the IC should first rely on the ERT to supply qualified personnel and sound recommendations.
    - ERT Member. Select the most experienced and qualified personnel for the task at hand, assigning others to less demanding duties.
    - Previous fire fighting experience such as a current or past member of a volunteer fire department.
    - Personnel who volunteer. Therefore, when possible, ask for volunteers when assigning duties.
    - Apparent physical condition.

Chevron ORONITE Oak Point Plant	Oak Point Emergency Response Manual Emergency Personnel	ERM-4.0 Rev: 1.05 Application Date: 07/30/04 QAR Document Code: N/A Page 1 of 5

Revisions are shown by R and { Text. }

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APPROVAL

ORIGINATED	REVIEWED	AUTHORIZED
SAFETY SPECIALIST	HEALTH & SAFETY SUPERVISOR	AMERICAS REGION MANAGER
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OPDMS

All networked personal computers shall have access to the most current version of this Procedure in accordance with PI-111, "Control of Quality Assurance Related Documents and Procedures."

1.0 Introduction/Scope

There are a number of groups in the plant that can be called upon to assist in an emergency response. Although Hazardous Waste Operations and Emergency Response (HAZWOPER) has been around for several years, effective compliance with the standard is still a frequent source of discussion and debate. This document discusses these groups and describes their responsibilities and organization, where applicable.

The information in this document is intended to be a resource to the members of the ICS prior to and during an emergency response.

2.0 Emergency Personnel

2.1 ICS Personnel

During most situations the ICS personnel will include the three first-line supervisors who are on shift at the time of the emergency, i.e., two supervisors from Operations and one from the Lab, plus a designated Head Operator (BSU&E H/O) and one ERT Coordinator.

The BSU&E Shift Supervisor on shift at the time of the emergency will normally assume the role of the Incident Commander. All of the BSU&E Shift Supervisors have received specialized IC training. Any new placements or transfers into the BSU&E Shift Supervisor position must be promptly scheduled for IC training to ensure integrity of the plant's emergency response system. Refer to ERM 5.0, Training, for the complete list of training requirements.

After the BSU&E Shift Supervisor assumes the role of the IC, he or she will assign the other Shift Supervisors to the other ICS roles as needed: Safety Officer and Staging Officer. The designated H/O will serve as the Logistics Officer, if needed. The ERT Coordinator will assume the role of Operations Officer.

Incident Commanders who will assume control of the incident scene shall receive at least 80 hours of training and in addition have competency in the following areas:

- Know and be able to implement Oak Point's Incident Command System;
- Know how to implement the Oak Point's Emergency Response Plan;
- Know and understand the hazards and risks associated with employees working in personal protective clothing;
- Know how to implement Oak Point's Emergency Response Team;
- Know how to implement the Local Emergency Response Plan, (i.e., call for Mutual Aid from BCVFD if needed);
- Know and understand the importance of decontamination procedures.

These standards are taken from 29 CFR 1910.120 and should be considered a minimum.

A list of the duties and responsibilities of the ICS personnel is shown in the ERM 6.1, ICS, of the Emergency Response Manual.

2.2 Emergency Response Team (ERT)

At Oak Point, all operating personnel are trained to the HAZWOPER - Level II First Responder Operations Level, as required of the HAZWOPER standard 29 CFR 1910.120 paragraph (q) (6). As First Responders at the Operations Level, the operating personnel are trained to stop a leak or release through the isolation of the failed equipment (i.e., closing valve). When a release cannot be isolated through such simple means, the Emergency Response Team (ERT) will respond.

The Emergency Response Team (ERT) consists of about fifty (50) plant employee volunteers who have received specialized training in the procedures and techniques of Hazardous Material Emergency Response, Industrial Fire Fighting and Industrial Rescue and have demonstrated competency in the following areas:

- Know how to implement Oak Point's emergency response plan;
- Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment;
- Be able to function within an assigned role in the Incident Command System;
- Know how to select and use proper specialized chemical PPE;
- Understand hazard and risk assessment techniques;
- Be able to perform advance control, containment and/or confinement operations within the capabilities of the resources and PPE available for the team.
- Understand termination procedures; and
- Understand basic chemical and toxicological termination behavior.

These objectives are taken directly from the OSHA standard and should be considered a minimum for the training requirements for Emergency Response Personnel.

The ERT has equal representation from each Operations crew (A-D) with the same representation from day-shift personnel. An ERT Coordinator has been selected for each crew. The ERT Coordinator has the responsibility for managing the Emergency Response Team's involvement in the response and communicating with the Incident Commander the status of the ERT's efforts.

A list of the Emergency Response Team Personnel and their roles are listed in Document ERM-0.2, "Emergency Telephone Numbers," of this manual and will be updated as changes occur. This list should be used to call-out additional ERT members if more Team members are needed for an Emergency Response.

2.3 Fire Fighters

If an emergency response involves a fire, there are numerous resources within the plant that can assist in controlling or suppressing the fire. Oak Point's primary fire fighters are members of the Emergency Response Team (ERT). These ERT members have received numerous hours in Industrial Fire Training and have demonstrated the competency of a Fire Brigade that is trained to perform Advanced Exterior Fire Fighting as outlined in NFPA 600. See ERM 3.0, Attachment 2 for Oak Point's Fire Fighting Plans. These training and education plans are outlined as follows:

- All ERT members shall receive training and education at least quarterly;
- All ERT members shall participate in a drill at least semi-annually;
- Live fire training shall be conducted at least annually. Training and drills involving a live fire evolution shall be performed in accordance with recognized safety precautions. Live fire training shall include simulated props that are a representative of the hazards that could be encountered by the Fire Brigade ERT member.

Secondary fire fighting is performed by the operations and maintenance personnel responding to the emergency from the Operating areas. Operators that bring dry chemical extinguishers and man stationary monitors at the fire scene are examples of secondary fire fighters.

When additional fire fighting personnel are needed, they may be brought from the Maintenance Department. These people are to remain at their work areas and report to the scene only when called by the Logistics Officer. If they are not available (such as on nights or weekends),

additional personnel may be obtained by calling out other ERT members or calling the Belle Chasse Volunteer Fire Department (BCVFD).

While there are many jobs to be done in an emergency, it will be the responsibility of the ICS officers to select the "right people for the job". This selection process will take into account the training, experience and knowledge of the Emergency Responders.

2.4 HAZMAT

Oak Point's ERT hazardous materials technicians are called upon if a release, or potential release poses a risk to the people in the area, and it is beyond the capability of the operators who work in the area of such a release to handle the release based on their training and equipment. Hazardous materials technicians (trained ERT members) assume a more aggressive role than a first responder at the operations level and will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians receive at least 40 hours of training equal to the First Responder Operations Level and in addition have competency in the following areas:

- Know how to implement Oak Point's Emergency Response Plan;
- Know the classification and identification of known and unknown materials by using field survey instruments and equipment;
- Be able to function within an assigned role in the Incident Command System;
- Know how to select and use proper specialized chemical PPE;
- Understand hazard and risk assessment techniques;
- Be able to perform advance control, containment and/or confinement operations within the capabilities of the resources and PPE available for the team;
- Understand termination procedures; and
- Understand basic chemical and toxicological termination behavior.

3.0 Definitions

BCVFD	Belle Chasse Volunteer Fire Department
CFR	Code of Federal Regulations
ERM	Emergency Response Manual
ERT	Emergency Response Team
NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Administration

Emergency Response Requirements

One of the first issues that should be addressed is the difference between an incidental release and a release that requires an emergency response. An incidental release is a release that poses minimal or no risk to the safety and health of employees in the immediate area, and those employees are trained and equipped to handle the release on their own.

An emergency response is needed if the release, or potential release, poses a risk to people in the area, and it is beyond the capability of those people to handle the release safely based on their training and equipment. SIZE is not the defining issue when deciding whether a release is an EMERGENCY.

4.0 References

29 CFR 1910.120 Paragraph (q)
Emergency Response Manual, Document 5.0, Training
Emergency Response Manual, Document 6.1, Incident Command System.

5.0 Records

Obsolete copies of this procedure shall be archived in the OPDMS in accordance with Corporate retention guidelines. Requests for review copies of documents in Archive Status shall be made in accordance with PI-113.

Record of Revisions and Reviews

Page	Revision	Date	Comments
1-7(0)	1.00	07/93	Creation of the procedure.
1-7(0)	1.01	12/93	Miscellaneous revisions.
1-7(6)	1.02	01/99	Entirely rewritten to include specific duties of Emergency Response Personnel at Oak Point.
1-6	1.03	01/03	Review of ERM Completed. Updated names and signatures; applied new document formatting.
1-5	1.04	05/20/03	Document revised to include changes is the ICS System as outlined in ERM Section 6.1, Incident Command System.
1-5	1.05	07/30/04	Review of ERM; updated names and signatures, and application of new format.

(#) = Number of attachment pages

6.0 Attachments

None.

Chevron ORONITE Oak Point Plant	Oak Point Emergency Response Manual Emergency Response Training	ERM-5.0 Rev: 1.05 Application Date: 07/30/04 QAR Document Code: N/A Page 1 of 7

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APPROVAL

ORIGINATED	REVIEWED	AUTHORIZED
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1.0 Introduction/Scope

Each year, Chevron Oronite Company - Oak Point Plant conducts training on various topics related to emergency response. This training is essential to maintain the competency of the employees who will be asked to respond to an emergency in the plant. Through this emergency response training, the employees' knowledge and skills are raised to a level where they feel confident in responding to an emergency.

This document of the Oak Point Emergency Response Manual will describe the various emergency response training programs that are conducted at the Oak Point Plant. Information will be presented that includes which departments are involved in the training and how often the training is conducted.

2.0 Procedure for Implementing the Incident Command System

2.1 Confined Space Rescue Training

Confined Space Rescue Training is conducted annually. The target group for this training course is ERT, the First Responder Team and selected Maintenance personnel. The objective of this training course is to update the skills of the plant personnel who may be called upon to perform a rescue of an employee from within a confined space.

R Confined Space Rescue Training is a combination of CBT, classroom and field exercises. In the classroom, the instructors will briefly review the hazards associated with working within confined spaces. The instructors also review the location of the rescue equipment on the entry cart and its use. Field exercises are conducted in { reactors, tanks, vessels or other confined spaces as availability permits. } During these field exercises, the students perform simulated rescues of injured employees from within this confined space.

2.2 Fire Fighting Training

2.2.1 Fire Fighting Training I

R Fire Fighting Training I is conducted biennially. The target group for this training course is { all employees. } The objective of this course is to educate the students in the fundamentals of fire protection, fire extinguishment and fire control.

Computer Based Training (CBT) will be used to teach the students the importance of fire protection and fire prevention, the elements that are necessary for a fire to start, the four classifications (groups) of fires, and the differences between flammable and combustible liquids.

With field 'hands-on' exercises, the students are taught and practice how to control and extinguish fires of varying difficulty with a hand extinguisher.

2.2.2 Fire Fighting Training II

Fire Fighting Training II is conducted biennially, alternating years with Fire Fighting Training I. The target group for this training course is Operations and Maintenance. The objective of this course is to further the education and skills of the students in the extinguishment and control of fires using both fire hoses and foam.

Fire Fighting Training II is conducted at either Oak Point or at an off-site fire fighting training facility (such as Bridge City or Delgado). CBT training will be used to teach the Fundamentals of Fire Prevention along with the Means and Methods of Fire

extinguishment. The Fire Fighting Trainer Criteria is outlined in Attachment C.

2.2.3 Off-Site Fire Training

R This Off-Site Training course is a 4 { or 5 } day course which addresses the basics of fire protection in a manufacturing facility. The course covers water management, hose handling, foam applications, ICS, and management of fire emergencies. This class is required at the time of promotion or transfer into the role of BSU&E Shift Supervisor. All new Shift Supervisors (except BSU&E) will get the 40-Hour Corporate Fire School on a one-time basis. Existing BSU&E Shift Supervisors will get this training with their ERT crew members every three to five years as a refresher. { The Pascagoula Refinery Fire Training Ground is used by Oak Point ERT members twice a year. This 8-hour supplemental fire training provides training on equipment similar to the equipment found at Oak Point. }

2.3 Hazard Communication

Hazard Communication training is conducted biennially using CBT. This training is conducted for all plant employees. The objective of this training is to inform and train the employees on the hazards that exist throughout the plant and that may be present in their workplace.

During the Hazard Communication training, the employees are presented the elements of PI-724, Oak Point's Hazard Communication Program. A review of PI-724 covers hazard determinations, Oak Point's chemical inventory, Material Safety Data Sheets (MSDSs), container labeling, contractor notification, employee training and non-routine tasks. The Hazard Communication training may also include other topics that further the understanding of the hazards associated with the chemicals in the plant.

2.4 HAZWOPER

HAZWOPER training is broken down into five levels and is presented to every employee in the plant. The different levels and the target groups are discussed below and a table summarizing the breakdown of each department into the various levels has been included as Attachment A.

2.4.1 Level I

HAZWOPER Level I training is conducted biennially using CBT. The target group for Level I training is those employees who may witness a release or fire and initiate an emergency response sequence. Included are employees from the following departments: Human Resources, Finance, Responsible Care, Purchasing, Planning, Technical, and EH&S. The objective of Level I training is to describe the role of the employees in these departments during an emergency response situation. Training includes the definition of hazardous materials, visual identification of hazardous materials and the hazards they present. The training also includes what steps must be taken to report an emergency situation to either the Control Lab or a Operating Shift Supervisor. Level I employees are not involved in responding to an emergency beyond their reporting function.

2.4.2 Level II

HAZWOPER Level II training is conducted biennially using CBT. The target group for Level II training is all Laboratory employees (including Lab Shift Supervisors), Construction, and Stores. In addition to the basics presented to the Level I students, Level II training describes the responsibilities of these target groups to respond to an emergency situation in a defensive mode only.

The training details the selection and use of appropriate personal protective equipment (PPE) for defensive responders. Defensive response operations, such as spill containment with sand bags, cooling adjacent equipment in the event of a fire and vapor dispersion with water applications, are discussed.

NOTE: To simplify training, Level II is combined with Level III CBT training (described below).

2.4.3 Level III

HAZWOPER Level III training is conducted annually using CBT. The target group for this training is Operations (including special assignment personnel) Maintenance and the ERT. In addition separate, specialized training will be provided to the ERT. The objective of Level III training is to prepare the students to respond to an emergency situation. In addition to the defensive operations covered in the Level II training, this training teaches offensive response techniques to control and abate the release of hazardous chemicals and to attack and extinguish fires.

Level III training covers advanced control and containment procedures. The training demonstrates the use of field instruments to identify the level of exposure to hazardous substances. Plugging and patching techniques are also presented, along with the organization of the Emergency Response Team. The role of the students as part of the Emergency Response Team is explained. Other topics, including the Incident Command System, decontamination, and various PPE levels, are covered.

Emergency Response Team Training

Separate Level III classroom and field training is conducted for the members of the ERT. On-site ERT Training is conducted quarterly. These quarterly training sessions allow the ERT members to maintain their familiarization with the location and use of the hazardous material response equipment located on the Emergency Response Vehicle (ERV). The training also allows the ERT members to don various levels of PPE that may be needed to respond to a release of hazardous materials.

R ERT members also receive a HazMAT Technician refresher course { annually (8-hours). Consultants are brought to the plant to train the ERT. }

Other refresher training provided to the ERT includes classroom and field instructions in advanced fire fighting procedures and rescue techniques.

2.4.4 Level IV

Oak Point currently does not have any employees who are assigned to the HAZWOPER Level IV category; therefore, HAZWOPER Level IV training is not being conducted.

2.4.5 Level V

HAZWOPER Level V training consists of two basic parts:

- Routine HAZWOPER Level III CBT training
- Strategy and Tactics training (8 hours, annual classroom)

The target group for HAZWOPER Level V training is Operations Shift Supervisors, Laboratory Shift Supervisors and ERT Officers.

The objectives of Level V training are outlined below:

- To prepare S/S's to take control of the on-scene operations during an emergency response.
- To train S/S's as a team on the overall tasks that need to be done.
- To train S/S's how to work together effectively.
- To provide the training on-site as much as practical.

Level V Training

Each year the target group will attend the training as outlined below:

- Routine HAZWOPER Level V training involves completing Level III CBT training where the details of the Incident Command System (ICS) are discussed.

- New BSU&E Supervisors (IC) – Will get 40 hours of Texas A&M (Corporate) fire school and 40 hours of Texas A&M Hazmat training – 80 hours total.

Note: This includes Permanent Technicians for the BSU&E Area.

- Existing BSU&E Shift Supervisor (IC) Refresher – Will get 40 hours of Texas A&M Corporate Fire School with their ERT crew members every three to five years. Also, the IC's should attend the 8-hour, quarterly ERT training with their crews.

Note: This includes Permanent Technicians for the BSU&E Area.

- New or Existing Area Shift Supervisors (excluding IC) – Will get in-plant CBT and fire hose handling training every other year with O&M's. All new Shift Supervisors will also get the 40-hour Corporate Fire School on a one-time basis.

- All ICS and ERT Officers – Will get an annual, on-site, eight-hour Strategy and Tactics training course with emphasis on Emergency Management Strategies involving the ERT, Hazmat Response, Fire Suppression and Table-Top scenarios. Strategy and Tactics training is intended to refresh the students with the ICS and to enhance the student's emergency response management skills through simulated table top training. During Strategy and Tactics training, the students are instructed in the proper setup and approach strategies for fire control. Other elements of effective fire management such as exposure protection, confinement/containment and extinguishment are discussed. In addition, training is conducted to prepare the students for an emergency situation involving spills or releases. Mitigation strategies, vapor containment and air monitoring are discussed.

Unscheduled Promotions to BSU&E Shift Supervisor

The BSU&E Shift Supervisor is the designated IC during an emergency. Without the equivalent of 24 hours of Texas A&M HAZMAT Training outlined above, the BSU&E Shift Supervisor cannot serve as the IC in an emergency. Special training arrangements will be made by the Safety Department. In the event an emergency occurs when a BSU&E Shift Supervisor is on shift and has not been trained as an IC, refer to the guidelines in ERM-6.1, Section 2.1. In summary either another Operations Shift Supervisor or an O/S, who has been trained as an IC, needs to take over the IC role.

2.5 Respiratory Fit Testing

Initial Respiratory Fit Testing is conducted for all new hires who will be working in, Maintenance, Operations (below second line supervisors), and the Laboratory. This initial training will cover the proper use and care for the various respirators used at Oak Point. Also included in this initial training is the qualitative or quantitative fit testing of the Scott® face piece used on the Self-Contained Breathing Apparatus (SCBA) and hose-line units.

Update Respiratory Fit Testing is conducted annually. The target group is employees working in, Maintenance, Operations (below second line supervisors), and the Laboratory. The purpose of Update Respiratory Fit Testing is to verify the facial fit of the dust/mist respirator, organic/acid respirators, and Self-Contained Breathing Apparatus (SCBA).

2.6 First Responders Training

The First Responders are given training based on the guidelines originally developed by the U.S. Department of Transportation (DOT). All First Responders are given a 40-hour training class after being selected for the team. The objective is to train this select group of employees to reach the patient, find out what is wrong, provide emergency care, and, only when necessary, move patients without causing further injury. The First Responders are taught a range of medical treatments from basic emergency care procedures, such as caring for cuts, burns and fractures, to basic life support measures, such as CPR and pulmonary resuscitation.

After the initial training, an update training (24- 32 hours) is required biennially to maintain certification. The refresher training reviews the topics covered in the initial training and expands the knowledge of the First Responders in various treatment techniques. CPR training is covered in the biennial recertification course.

The First Responders are also provided in-service training to maintain their competency. At each session, a pre-selected illness or injury is presented and the appropriate medical treatment is reviewed. This training is conducted quarterly for a period of 8 hours.

2.7 Training Summary

A table has been prepared that summarizes all of the emergency response training conducted at Oak Point. This table lists the training subject, the personnel who are required to attend the various training courses and the frequency that the training is conducted. This table is attached to this document as Attachment B.

3.0 Definitions

Biennial = Occurring every two years

CBT = Computer Based Training

4.0 References

Emergency Response Manual, Document - Emergency Response Personnel

Emergency Response Manual, Document 6.1 - Incident Command System

5.0 Records

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Record of Revisions and Reviews

PAGE	REVISION	DATE	COMMENTS
1-10(3)	1.00	12/1993	Creation of ERM Document 5.0
1-12(5)	1.01	05/1994	Revised Level V Section 4.4.5
1-12(5)	1.02	07/1996	Minor revisions to Attachments "A" and "B"
1-12(5)	1.03	03/1997	Minor revisions to Section 4.2.3 and Attachment "C"
1-12(5)	1.04	01/1999	Revision throughout entire document to reflect use of CBT and training for Emergency Response Personnel
1-7(3)	1.05	07/30/2004	Review of procedure, update of department personnel to reflect new organization structure; clarified training requirements and off-site training locations; eliminated Section 4.4.6, Treatment, Storage & Disposal (TSD); eliminated Attachment C, Fire Fighting Trainer Criteria; and incorporated new format.

(#) = Number of attachment pages

6.0 Attachments

Attachment 1 - HAZWOPER Compliance Training
Attachment 2 - Summarized Training Schedule

Attachment 1

HAZWOPER COMPLIANCE TRAINING

LEVEL I

Office/Clerical
- Human Resources & OPLC Finance
- Quality & Compliance (ISO & Resp Care) Purchasing
- Planning
- Technical
- EH&S
- Engineering
  - Projects
  - Computer
  - Designs/Contracts
  - Process
  - Drafting/Construction
  - I/E
  - CITC
- Technical Services Lab
  - (Assistants/Techs/Chemists)

LEVEL II

Lab
- "A" Crew
- "B" Crew
- "C" Crew
- "D" Crew
- Lab (Relief S/S included)
- Lab Inspectors
- Control Lab Technicians

Maintenance
- Stores
- Inspection/IMI

LEVEL III

Maintenance (except Stores)

Operations
- "A" Crew
- "B" Crew
- "C" Crew
- "D" Crew

Operations Relief's

Special assignment Personnel
- BSU&E
- Dispersant/Inhibitor
- Detergent

Technician (ERT) - Receives Level III training, plus off-site and quarterly on-site training.

LEVEL IV

None

Attachment 1 (continued)

HAZWOPER COMPLIANCE TRAINING

LEVEL V

Incident Commander (I.C.)

All First line Supervisors and their Relief's in Operations and the Lab will be given this training. ERT officers were added to this group in 1998.

EOC TRAINING

Group managers (Americas Region Manager, Operation Manager, Technical Manager, Maintenance Manager, Finance Manager, Environmental Supervisor, Management Systems Coordinator, Health and Safety Supervisor, Human Resources Manager receive equivalent of Level I training with EOC emphasis.

Attachment 2

SUMMARIZED TRAINING SCHEDULE

SUBJECT	PERSONNEL	FREQUENCY
Confined Space Rescue	FR and ERT	Annually
Fire Fighting I (Hands on)	C,E,F,MF,HO,L,M,O,SS,T,M*	Biennially CBT – Annual
Fire Fighting II (Hands on)	MF,HO,M,O,SS,	Biennially
Hazard Communications	All job types	Biennially
HAZWOPER I	C,E,F,T	Annually
HAZWOPER II	M	Annually
HAZWOPER III (Group II & III)	HO,L,O,SS	Annually
HAZWOPER V (ICS)	SS*, SS	Annually
HAZWOPER TSD	HO,O*,SS,(O&M/Lab)	Annually
ERT On-Site Training	ERT	Quarterly
HazMat Refresher Training	ERT	Every Three Years
Respiratory Fit Testing	E,MF,HO,L,M,O,PE,SS,M*	Annually

PERSONNEL LEGEND:

C = Compliance Group
E = EH&S
ERT = Emergency Response Team
F = Finance and Administrative Services
FR = First Responders
HM = Head Mechanics
HO = Head Operators (including Relief)
L = Laboratory
M = Maintenance
M* = Inspection and IMI
MF = Maintenance Foreman
O = Operators
O* = U&F Operators
OS = Operations Supervisors
PE = Process Engineers
SS* = BSU&E Shift Supervisor
T = Technical Department

Revisions are shown by R and { Text. }

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APPROVAL

ORIGINATED	REVIEWED	AUTHORIZED
SAFETY SPECIALIST	HEALTH & SAFETY SUPERVISOR	AMERICAS REGION MANAGER
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1.0 Introduction/Scope

The purpose of this document is to list the documents contained in Section 6.0 of the ERM and to provide a brief summary of their contents.

The information in this document applies to all readers of this document.

2.0 Procedure

The documents contained in Section 6.0 of the ERM deal with Oak Point's preparations for responding effectively and safely to emergencies.

2.1 ERM-6.1, Incident Command System

This document covers the workings of Oak Point's ICS. The Oak Point Plant uses this management system to control emergency responses at its facility.

This document also covers the workings of Oak Point's EOC, which can be mobilized to:

- Support the ICS.
- Prevent, control, and manage crisis situations.

2.2 ERM-6.2, Recognition & Alerting

This document lays out the emergency response procedures for the Oak Point Plant. These procedures aim for an emergency response that is safe, efficient, and effective.

2.3 ERM-6.3, Communications

This document outlines how Oak Point will communicate during an emergency response. It covers communications via radios, telephones, fax machines, and runners.

2.4 ERM-6.4, Emergency Response Vehicles

R { This document covers the guidelines and procedures for using Oak Point's ERV and RRV:

- Use of the ERV at the Oak Point Plant
- Use of the RRV at the Oak Point Plant
- Driver/operator duties and responsibilities
- Upkeep of the ERV, equipment, and supplies
- Upkeep of the RRV, equipment and supplies }

2.5 ERM-6.5, On-Site Controls

This document goes over the responsibilities of the contract security forces at the Oak Point Plant for the following conditions:

- General emergency
- Bomb threat
- Storm threat

2.6 ERM-6.6, Chevron Oronite Off-Site Emergencies

This document covers the guidelines and procedures that Oak Point personnel will use when responding to off-site incidents – with or without Oak Point equipment and supplies.

2.7 ERM-6.7, Strategy and Tactics

This document reviews Oak Point's strategy and tactics for fighting fires.

2.8 ERM-6.8, Decontamination

This document goes over the decon process. The goal of Oak Point's decon procedures is to minimize the potential harm of hazardous chemicals to people, property, and the environment.

2.9 ERM-6.9, On-Site Injuries and Incidents

This document outlines the procedures that should be followed for:

- Handling on-site injuries and work-related illnesses.
- Investigating and reporting injuries to Chevron employees on the job, including work-related illnesses.
- Investigating and reporting injuries to contractors working in the Plant, including work-related illnesses.

2.10 ERM-6.10, Release Procedures

This plan outlines the procedures that should be used for an emergency release of a hazardous chemical. These procedures should be used in conjunction with the following documents:

- Oil Spill Response Plan
- Spill Prevention Control and Countermeasure Plan (SPCC)

2.11 ERM-6.11, Handling Bomb Threats

This document covers procedures for the following topics:

- Precautions that make it more difficult for someone to place or deliver a bomb
- How to respond when Oak Point receives a bomb threat
- How to respond when a suspicious object or bomb has been found at the Oak Point Plant

2.12 ERM-6.12, Storm Threat Procedure

This document goes over our preparations and procedures for dealing with tropical storms and hurricanes (i.e., threat, impact, and recovery).

2.13 ERM-6.13, Handling an Oil Spill to the Mississippi River

This document summarizes the procedures that should be used when oil is released to the Mississippi River. The procedures provide for the notification of the proper authorities, and they list the Contractors that can assist with the immediate containment and cleanup.

2.14 ERM-6.14, Plant Flooding

This document outlines what to do when general Plant flooding seems imminent.

2.15 ERM-6.15, Media Relations

This document covers the following topics for dealing with the news media:

- Role of the Oak Point Spokesperson
- Role of all ChevronTexaco employees
- Background and fact sheet about the Oak Point Plant
- Preparing a factual account of an emergency incident
- Handling questions from the media

2.16 ERM-6.16, Management Reporting

This document explains how to report emergency incidents to ChevronTexaco management.

3.0 Definitions

Decon = Decontamination

EOC = Oak Point Emergency Operations Center

ERM = Oak Point Emergency Response Manual

ERV = Oak Point's Emergency Response Vehicle

Fax = Facsimile

IC = Incident Commander of the ICS

ICS = Oak Point Incident Command System

R { RRV = Oak Point's Rapid Response Vehicle }

4.0 References

None.

5.0 Records

Obsolete copies of this procedure shall be archived in the OPDMS in accordance with Corporate retention guidelines. Requests for review copies of documents in Archive Status shall be made in accordance with PI-113.

Record of Revisions and Reviews

Page	Revision	Date	Comments
1-9(0)	1.00	12/1993	Creation of the procedure
1-9(0)	1.01	01/1999	Minor formatting changes
1-4(0)	1.02	07/30/2004	Review of ERM, update of department personnel to reflect new organizational structure, inclusion of RRV, and application of new format

(#) = Number of attachment pages

6.0 Attachments

None

Chevron ORONITE Oak Point Plant	Oak Point Emergency Response Manual Incident Command System	ERM-6.1 Rev: 1.09 Application Date: 0701/04 QAR Document Code: N/A Page 1 of 20

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OUTLINE **PAGE**

1.0 Introduction/Scope

The procedures in this document apply directly to all emergency responders, but everybody at the Oak Point Plant should be familiar with this information.

1.1 Incident Command System

This document covers the workings of the Incident Command System (ICS). The Oak Point Plant uses this management system to control emergency responses at its facility, except for special circumstance emergencies such as Bomb Threats and Natural Disasters. Bomb Threats and Natural Disasters such as hurricanes or floods usually involve plant evacuations or lengthy shutdowns with only skeleton (minimal) plant personnel on-site during the emergency. These emergencies or any subsequent related emergencies will be handled in the best manner possible per the judgment of the on-site coordinator or supervisor in charge at the Oak Point Plant.

Both public and private organizations around the country use the ICS to manage emergencies.

Local mutual-aid agencies, such as the Louisiana State Police, the U. S. Coast Guard, and the Belle Chasse Volunteer Fire Department (BCVFD), are familiar with the structure of the ICS and know how to coordinate their activities with it.

The ICS provides a structured organizational system for:

- Clear-cut lines of authority: The ICS emergency response personnel have predefined roles and responsibilities; i.e., everybody knows what to do and what not to do.

- Manageable span of control: An emergency event can range from a small, brief incident to a large, prolonged emergency or disaster. Therefore, it is vital to use a management structure that is flexible enough to handle emergencies of all sizes and complexities. The ICS provides that kind of management structure by expanding or contracting, depending upon the situation.

  For smaller emergencies, the ICS allows all response operations to be handled at the scene of the incident with available Oak Point resources. For larger emergencies: (1) The ICS can incorporate the efforts of the various mutual-aid agencies; and (2) A mobilized Emergency Operations Center (EOC) can take care of as many support functions as needed, leaving the on-scene ICS officers free to manage the situation at the emergency scene.

- Allocation of resources: The ICS can get resources (a) rolling early and (b) to the scene of the incident where they will be needed.

If the Emergency Operations Center (EOC) is mobilized, one of the Oak Point Plant department managers may assume the role of Crisis Manager. The Crisis Manager will administer the various support functions of the EOC.

1.2 Categories of Emergencies and Levels of Response

This manual divides emergency occurrences into two groups: those that require a formal emergency response and those that do not. Some incidents are so small and brief that they do not require a formal emergency response.

Minor Incidents

Many minor incidents do not require a formal emergency response and the implementation of the ICS. The supervisor at the emergency scene may or may not choose to have the Emergency Alarm sounded as outlined in ERM - 6.2, Sections 2.1.2.1 and 2.1.2.2. For example:

- Small releases or spills that (a) do NOT pose risks to life and property located outside of the release area and (b) that can be controlled or contained within the area in which they occur.
- Very minor injuries, not requiring ambulance service. This will include the use of in-house services such as the First Responders or the Plant Nurse only.

NOTE: If it is determined that ambulance service is needed for the emergency, the Lead Lab Inspector will sound the Plant Emergency "All Clear" Alarm using the following procedure:

- Sound the Plant Emergency "All Clear" Alarm.
- Make a general radio announcement about the emergency, the need to minimize radio traffic and the need to stay away from the emergency scene; then say that the "All Clear" will be sounded again when the ambulance leaves the Plant and all restrictions have been lifted.
- Repeat the message.
- Sound the "All Clear" and do a final radio message when the ambulance leaves the Plant and all restrictions have been lifted.

- Incidents in Operating Areas that begin and end before a formal response effort can be activated; such as the walls of a tank being sucked in, if no other problems need resolving.

If the alarm is not sounded then the supervisor in charge needs to make the following considerations, such as:

- Should the ICS still be set up? If so, then to what extent (how many persons)?
- Does Gate 3 need to be notified? Why?
- Is it useful to make a general plant-wide radio announcement?
- Can the Lab help with the general radio announcement or any emergency calls or notifications?
- Are any evacuations necessary?
- Does "red tape" or other barricades need to be placed around the perimeter of the incident to keep people out until the hazard is abated?
- Do people need to be posted around the perimeter of the incident to protect/control the hazard area?

Formal Emergency Responses

Incidents of a more serious nature do require a formal emergency response. The emergency alarm at the Oak Point Plant will normally signal the start of a formal emergency response. We have classified formal emergencies into three categories (See Sections 1.3, 1.4 and 1.5). All three require the use of the ICS, and may require the input of Oak Point Management and/or the Qualified Individual (QI).

1.3 Category One Emergency

Category One emergencies affect only the Oak Point Plant. They do not adversely affect life and property located outside of the Plant.

Oak Point Management does NOT need to be notified immediately about Category One emergencies.

A Category One emergency would include a minor injury that is NOT associated with an emergency situation. (If a minor injury happens during a Category One emergency, the emergency will be classified as Category Two.)

The ICS will be used to manage the entire emergency response using only personnel and equipment already at the Plant. No portion of the EOC will be employed. Category One emergencies do NOT require help from off-site personnel or from outside agencies. However, it may be necessary to report the emergency to an outside agency.

For example, the flash fire at the Mixer Building on the morning of October 8, 1991, was classified as a Category One emergency. In this incident a cleanup crew was using a hydroblasting unit with undiluted tetramer to wash down residue on the concrete under the Mixer Building. They inadvertently sprayed a hot-oil line and the tetramer ignited. Fire quickly engulfed the hydroblasting unit and the emergency alarm was sounded. On-site personnel put out the fire in less than two minutes using water and Ansul units on hand.

No outside agencies or off-site personnel were called in. There were no injuries and no impacts on any areas outside of the plant. Therefore, it was a Category One emergency.

1.4 Category Two Emergency

Category Two emergencies have at least one of the following characteristics:

- They impact life or property located outside of the Oak Point Plant.
- They require the call out of additional resources. Additional resources would include the Oak Point ERT, the BCVFD, a spill cleanup crew, any portion of the EOC, the Plaquemines Parish Sheriff's Office, an ambulance crew, etc. Outside agencies, such as the Louisiana State Police and the U.S. Coast Guard, may or may not send representatives to the emergency scene, depending on the nature of the emergency. If they do, their appearance at the emergency scene will be considered a call out of additional resources.
- They involve a serious injury.
- They involve a minor injury during what otherwise would have been a Category One emergency.

Example One:

The emergency on March 13, 1991 was a Category Two emergency. Hydrogen sulfide was released from the M-8348 reactor, and sheriff's deputies closed Highway 23. This emergency came about when the valve that controls the overhead pressure in the reactor remained closed during the addition of sulfur. Pressure rapidly built up until a gasket blew out, releasing H_2S into the immediate operating area. Next, the atmospheric roof vent was opened to release the dangerous buildup of pressure in the reactor, releasing a large H_2S cloud into the atmosphere. The wind blew the H_2S cloud across the highway. The Plaquemines Parish Sheriff's Department was notified, and its officers shut down highway traffic for the duration of the release.

This was a Category Two emergency because (a) the release of hazardous substances affected people outside the confines of the Oak Point Plant, and (b) it required the call out of an outside agency.

Example Two:

On May 29, 1990 a fire on top of hot-oil surge tank V-5560 led to the call out of the Belle Chasse Volunteer Fire Department. This emergency began when the high-point vent plug blew out and the escaping hot vapors, which were above the auto ignition temperature ignited upon contact with the air. Operators from all over the plant responded. The BCVFD was called out, but plant personnel put out the fire while the BCVFD was still setting up their equipment at the scene. All that remained for the BCVFD to do was spray water on the tank to cool it down

This was a Category Two emergency because an outside agency was called out.

1.5 Category Three Emergency

Category Three includes major emergencies and disasters. They require lengthy or extensive responses that normally require (a) mobilizing the Emergency Operation Center and (b) calling in outside resources.

Hypothetical examples of Category Three emergencies:

- A three-day fire in the aromatic solvent storage tank
- Emergencies involving multiple serious injuries

An actual Category Three emergency occurred from a H_2S release in the Mixer Building on April 29, 1998. This involved three serious injuries and the formation of the EOC.

2.0 Procedure for Implementing the Incident Command System

2.1 Incident Command System

Implementation

The management of the ICS will normally fall on the shoulders of the three first-line Shift Supervisors who happen to be on duty at the time of the emergency (i.e., one supervisor from Manufacturing, one from BSU&E, one from the Lab, plus one BSU&E Head Operator (H/O) and one ERT Coordinator).

Round-the-clock shift workers perform their duties in Manufacturing, BSU&E, and in the Control Lab seven days a week. Therefore, together, these three departments will always have three Shift Supervisors on duty. An ERT Coordinator is assigned to each of the four round-the-clock crews. When an emergency takes place, the three Supervisors, and one ERT Coordinator will normally be available to fill the key management roles in the ICS, and they should report to the emergency scene for assignment by the IC. The designated H/O from the BSU&E area will fill the Logistics Officer duties, if necessary. For small responses the IC may choose to take on the responsibilities of any or all of the key ICS roles. In which case, the IC may send the unneeded Shift Supervisors back to their work areas.

The ICS aims to control an emergency response by assigning to one person, the IC, the responsibility for managing strategy, tactics, and all other relevant matters.

The BSU&E Shift Supervisor on duty at the time of the emergency will normally assume the role of IC. Therefore, all BSU&E Shift Supervisors must be trained for the duties and responsibilities of the IC. If a person NOT trained to be an IC should become a BS&U Shift Supervisor, that person must immediately be scheduled to take the required training.

In the event an emergency occurs when a BSU&E Shift Supervisor is on shift and has not been trained as IC, refer to the guidelines in ERM-6.1, Section 2.1.1 and Attachment 3. In summary, either another S/S or someone who has been trained as an IC needs to take over the IC role.

After an individual assumes the role of IC, he or she will assign the other two Shift Supervisors, the one BSU&E H/O, and the ERT Coordinator to the remaining ICS management roles (i.e., Operations Officer, Logistics Officer (BSU&E H/O), Safety Officer, and Staging Officer.) The Shift Supervisor of the Lab will be assigned to the role of Staging Officer, based on the rational that the other management roles of the ICS will best be filled by Supervisors with experience in Operations.

These ICS officers will then assign subordinates, if needed, to help them carry out various duties and responsibilities. The actual duties performed by an ICS officer will vary from one emergency response to the next because the circumstances of each emergency will vary from one event to the next. You should keep this in mind when you review the duties and responsibilities of the ICS Officers.

Incident Command Post

R The IC will establish a location near the emergency scene, normally the ERV or { RRV, } where:

- People can locate ICS officers.
- ICS officers can meet:
  - To discuss plans and make decisions.
  - To give and receive orders.

ICS Identification Vests

People who take on the duties and responsibilities of the key ICS positions during an emergency will wear colored vests so that they can be quickly identified in the field. They should keep the vests on until they are relieved of duty or until the ICS is demobilized.

Wearing these vests also has the added benefit of making Oak Point's responders feel like they are part of a prepared, organized, and professional team; thereby instilling confidence not only in Oak Point's responders, but also in responders from outside agencies, in media reporters, and in other miscellaneous observers.

Complete sets of vests will be kept in three places:

- ERV
- BSU&E Supervisor's office
- Safety Department office

ICS officers and specialists should don the appropriate vests as soon as (a) they have been assigned their ICS roles and (b) the vests arrive on the scene.

The vest colors are as follows:

- Incident Commander: White vest with the words "Incident Commander" spelled out in red-orange letters.
- Safety Officer: Red-orange vest with the words "Safety Officer" spelled out in white letters.
- Logistics Officer: Red-orange vest with the words "Logistics Officer" spelled out in white letters.

- Staging Officer: Red-orange vest with the words "Staging Officer" spelled out in white letters.
- Operations Officer: Red-orange vest with the words "Operations Officer" spelled out in white letters.
- Medical Officer: Blue vest with the words "Medical" spelled out in white letters. Worn by the highest ranking person in charge of emergency medical treatment.
- First Responder: Blue vest with the words "First Responder" spelled out in white letters. Worn by the lead First Responder.
- HazMat Team Leader: Blue vest with the words "ERT Leader" spelled out in white letters. Worn by the Hose Team Leader's of the ERT.

ICS Officers - Duties and Responsibilities

Incident Commander

- Normally the BSU&E Shift Supervisor.
- Institute the Incident Command System.
- Takes responsibility for overall management of the emergency response.
- Takes direct responsibility for all emergency-scene personnel and their activities.
- Establishes the location of the Incident Command Post.
- Evaluates the situation, sets objectives and priorities, and approves the final plan of action.
- Determines the need for the ERT.
- Supervises the ERT officers.
- Authorizes all Fire, Hazmat or rescue plans, offensive operations, call out of additional resources, etc.
- Assigns other first-line Shift Supervisors to the other ICS management roles, as needed.
- Selects an assistant IC, if needed.
- May assume some or all of the management responsibilities and duties of the ICS for small incidents (instead of assigning these roles to others).
- May take over the duties and responsibilities of the other ICS officers as the response operations begin to wind down.
- Asks the Manager-on-Call for help when the coroner needs to be called.
- Directs the Staging Officer to notify the appropriate agencies.
- { Works with the Safety Officer or Staging Officer to complete the notification fact sheet. }
- Approves the sounding of the all-clear signal.
- Directs cleanup activities after the emergency response, with advice form the EH&S Department.

- Approves demobilization of the ICS.
- Decides if, when, and under what restrictions the emergency gathering stations may adjourn before the all clear signal.
- Conducts post-emergency critique of the emergency response.

For Category One Emergencies:

- Makes the decision that Oak Point Management does NOT need to be notified until after the emergency response has completed. (Otherwise it would be a Category Two or Three emergency.)
- Sizes up the situation and decides that additional personnel and equipment are NOT needed. (Otherwise it would be a Category Two or Three emergency.)

For Category Two Emergencies:

- Decides that Oak Point Management should be notified as soon as possible. Sees to it that it gets done.
- Authorizes the call out of additional resources (e.g., the Oak Point ERT, the BCVFD, a spill-response team, an ambulance crew, etc.).
- Decides whether or not off-site problems need to be taken care of. Authorizes evacuations or other safety measures. Normally directs Staging Officer to take care of the details.

For Category Three Emergencies:

- Consults with Oak Point Management before mobilizing the EOC.
- Works with the Crisis Manager to Coordinate Activities of the ICS with the EOC.
- Consults with the Planning Officer about options and plans.
- Sees to it that the EOC is kept up to date on the progress of the emergency response.

Operations Officer

The IC will normally assign the ERT Coordinator the role of Operations Officer.

- Answers to the IC.
- Takes charge of the initial defensive response; directs the shutdown and isolation of equipment. Consults the affected areas Head Operator for process Knowledge.
- Supervises offensive operating plans:
  - Develops and implements plans to isolate the source of the emergency and secure the effected area. Assigns other operators as necessary.
  - Isolates or arranges for the isolation of electrical equipment by planning ahead and as the need arises.

- Assigns ERT Members to report to ERV when the emergency horn blows.
- Communicates to the IC the number of ERT personnel available during an emergency.
- Provides hose team, rescue or Hazmat team leadership.
- Asks the Logistics Officer for specific resources.

For Category Two and Three Emergencies:

- Selects the operators that will help the ERT.

Safety Officer

- Answers to the IC.
- Normally assigned to the Manufacturing Shift Supervisor.
- Receives Head-count reports of Plant personnel and notifies the IC.
- Launches search for missing people.
- Responsible for the overall safety of activities at the emergency site:
  - Develops and implements a plan to check on the safety of all operating and emergency response personnel.
  - Designates safe distances for observers.
  - Isolates areas as needed (i.e., Hot Zones, Cold Zones, etc.).
  - Counsels with the IC and the ERT Officer about the safety of the response efforts.
  - Decides whether or not to block off Highway 23 for the protection of motorists; asks the IC to tell the Staging Officer to handle it.
  - Conducts on-site evacuations, if needed.
  - Halts and/or prevents unsafe acts. Prefers to use chain-of-command power (line authority) but also has control authority (authority outside the normal chain of command) to halt unsafe acts.
- May provide process knowledge along with Head Operator to IC and ERT Officer.
- { May help Incident Commander or Staging Officer to complete the notification fact sheet. }
- Evaluates the exposure hazards and reviews the selection and use of PPE; i.e., reviews these decisions that were made by the ERT Officer.
- Advises the ERT Officer about the safety of the response operations.
- Tells the Lab, with the IC's okay, to phone for an ambulance. Matches ambulance and EMT response to the needs of the emergency situation.
- Oversees on-site medical personnel as they handle multiple injuries:
  - Inspects triage.
  - Ensures that adequate medical resources and personnel are provided.
  - Keeps track of where the injured are sent for treatment. (Ambulance EMTs will normally make sure that any one hospital does not become overloaded with too many injured. If necessary, EMTs will advise hospitals to activate their disaster-drill procedures for handling a large number of injured.)
- Reminds the IC to ask the Manager-on-Call to contact the coroner, if needed.

Logistics Officer (BSU&E H/O)

- Answers to the IC.
- Responsible for the management, movement, and replacement of resources.
- Sees to it that the emergency response is properly provisioned; i.e., acquires and manages material (equipment, apparatus, and supplies) to support the other officers.
- With the IC's okay, determines where to locate the staging area (i.e., the place where manpower and material will be assembled and readied).
- Sees to it that fresh drinking water is available at the staging area.
- Gathers all excess personnel at the staging area and supplies available manpower to the other officers, as needed; obtains additional personnel from off-site, if necessary.
- R Makes sure that someone is bringing the ERV { or RRV } to the emergency scene, if needed.
- When the ERV is NOT available:
  - Makes sure that someone brings the backup equipment and supplies to the emergency scene.
  - Makes sure that someone brings the foam cart to the emergency scene, if needed.
- Briefs newly arriving personnel as they report for duty at the staging area.
- Arranges to move material from the storeroom to the staging area. Normally with the hands-on help of the Staging Officer.
- Arranges for equipment maintenance during the emergency response and cleans up the equipment afterwards. Normally with on-scene supervision of activities by the Staging Officer.
- Makes sure that outside personnel, equipment and vehicles get to the emergency scene. Normally asks the Staging Officer for help. The Staging Officer will usually supervise the movements of the outside responders as they travel from the entrance gate to the emergency scene, providing an escort if necessary.

For Category Three Emergencies:

- Turns over the responsibilities for off-site procurement and movement of material, maintenance services and manpower to the Procurement Officer.

Staging Officer (Lab Shift Supervisor)

- Answers to the IC.
- Helps, and coordinates activities with the Logistics Officer.
- Instructs security guards, including directions about who may and who may not enter the gates.
- R { Develops Notification Fact Sheet to be used by Lab Inspectors for incoming calls. }

- Keeps ChevronTexaco Public Affairs Informed.
- Escorts representatives of the news media and keeps them updated. Refer to Document ERM-6.15, Media Relations.

For Category Two Emergencies:

- Reports to the appropriate gate (usually Gate No. 3) to meet people arriving at the Oak Point Plant, (i.e., the news media, Oak Point personnel, state police, sheriff's deputies, and others as they arrive). See Category Three below.
- Arranges for the Lab to:
  - { Handle incoming calls from outside the Plant
  - Telephone the proper agencies or personnel in order to report the emergency situation. }
- Sets up and manages the satellite staging area:
  - Coordinates staging-area operations with the Logistics Officer.
  - Sees to it that outside-agency personnel get to the right place; arranges for an escort if necessary.
  - Demobilizes and cleans up the satellite staging area after the emergency response.

For Category Three Emergencies:

- Briefs Crisis Manager when he or she arrives at the Oak Point Plant to set up the EOC.
- Turns over responsibilities for equipment maintenance and cleanup to the Procurement Officer.
- Turns over all media and agency-contact responsibilities to the Information Officer.

2.2 Emergency Operations Center

Crisis Manager Selection

When the EOC is mobilized, one of Oak Point's department managers will assume the role of Crisis Manager. He or she will administer the EOC, normally assigning people to take charge of the various EOC functions:

- Information
- Environmental, Health & Safety
- Planning
- Procurement
- Finance
- Any other roles the Crisis Manager considers necessary
- The Crisis Manager will work closely with the Qualified Individual

The Crisis Manager may be relieved at any time by a senior manager.

Objectives

Goals of the EOC are twofold:

- To support the emergency management operations of the ICS.
- To manage crisis situations that may or may not be associated with an emergency response.

Emergency management by the ICS, with support from the EOC, will focus on the response activities at the emergency site. Crisis management by the EOC will try to minimize the adverse effects of the emergency beyond the scope of the emergency response.

Support for Emergency Management

The EOC will expand the scope of the emergency management operations by providing additional resources (i.e., management, manpower and material). It will help with, and even take over, some of the ongoing functions of the ICS.

Crisis Management

A crisis for the Oak Point Plant would include any situation that:

- Significantly impacted the Oak Point Plant's operations.
- Significantly impacted the credibility of the Oak Point Plant, Chevron Oronite Co., ChevronTexaco Corp., etc.
- Posed a significant environmental, economic, or legal liability.

The crisis may or may not be associated with an emergency response by the Oak Point Plant.

The ultimate goal for crisis management will be to minimize the impact of a crisis situation on the Oak Point Plant, in particular, and on Chevron Oronite Co. and ChevronTexaco in general.

Effective crisis management will routinely require that the Oak Point Plan begin recovering from the consequences of an emergency or crisis well before the response has been completed.

When an emergency event impacts the general public, creates a striking visual image, causes environmental damage, etc., the EOC should begin its recovery operations as soon as possible. The recovery operations should be done in a way that the public can watch them or otherwise keep track of the progress.

As a rule of thumb, the actions of the EOC during the first 24 hours will be critical to the successful management of a crisis situation. Ideally, the EOC should (a) over respond in the early stages or (b) at least marshal resources in advance so that its response does not come up short.

EOC Locations

Primary Location

The primary location of the EOC has been established in the small conference room in the Main Office Building.

Command information and equipment stored at this location:

- Oak Point Emergency Response Manual

- EOC Guide Book:
  - Plot plans (on-site)
  - Tank listing
  - Oak Point's Hazardous Components and Blends
  - Plot plan, 2-mile radius of facility
  - Floor plans for buildings and offices
  - Street map of the Oak Point Plant
- Telephone service:
  - One dedicated telephone line that will override the switchboard (jack located next to the meridian-mail jack) (504) 394-1428
  - List of in-plant telephone numbers
  - Quick Reference Emergency Telephone Number List
- Bullhorn with public address and siren capabilities
- Two battery-operated (6 volt) lights
- Backup overhead lighting system
- Reading literature:
  - Oak Point "A Closer Look"
  - "What Do Millions of Engines have in Common"
  - "Protecting People & Environment"
  - Chevron Chemical Co., Oak Point "People Who Care" (tape)
  - Emergency response drill tapes
  - Legal pads, pencils and pens

Additional Available Equipment Located Nearby

- Plant radio (receptionist's desk)
- Two telephone lines that can override the switchboard:
  - Americas Region Manager's office
  - H. R. Manager's office
- There are a total of three cellular telephones at the Oak Point Plant available for emergency response use. Refer to the latest copy of the "Plant Night Phone Roster" (ERM-0.2, Emergency Telephone Numbers) located behind the green tab labeled "Telephone No.'s" to find out the locations of the cellular phones. These rosters can also be found throughout the Plant.
- Hard copies of Material Safety Data Sheets (MSDS) are accessible from the Lab.

Secondary Location

A secondary or backup location for the EOC has been established in the Pan Am Building, in the ground floor conference room. This building is located on Highway 23 at the south end of Oak Point property.

2.2.4 EOC Officers

Crisis Manager

For selection of personnel to fill this role, refer to Attachment 3 of this document.

- Takes responsibility for managing the EOC.
- Assigns people to take care of the various EOC functions.
- Coordinates activities with the IC.
- Manages the consequences of the emergency and anticipates situations that might develop into a crisis.
- Approves release of information by the Information Officer.
- Sees to it that families are informed of deaths or serious injuries.
- Sees to it that victims and responders receive help and support.
- Determines if local public communities need help; directs such efforts.
- Assigns people to respond to off-site emergencies, if needed.
- Keeps record of activities and expenditures for the Finance Officer.
- Approves demobilization of the EOC, which may or may not outlive the ICSs emergency management phase of the emergency response.

Planning Officer

For selection of personnel to fill this role, refer to Attachment 3 of this document.

- Answers to the Crisis Manager.
- Offers advice to the IC about options and planning.
- Advises the Crisis Manager and the IC about matters pertaining to planning and strategy.
- Identifies available off-site resources (i.e., professional firefighting services, waste-disposal companies, mechanical contractors, heavy-equipment suppliers, etc.).
- Keeps track of weather conditions and anticipates their possible effects on the progress of the emergency response.
- Anticipates possible consequences of the emergency, especially those consequences that have the potential for developing into a crisis by:
  - Impacting on the local community or the environment.
  - Injuring to the health and safety of company personnel.
  - Causing the extended loss of production capacity.
- Makes plans for the transition from the emergency response to the recovery operations and then to normal operations:
  - Starts making these plans even before the emergency response starts to wind down.

- Plans for the demobilization of responders and for switching resources from the emergency response to recovery management and to the ultimate resolution of the incident.
- Monitors the progress of the ongoing emergency response and makes plans to coordinate the activities of the recovery operations with the emergency response.
- Takes into consideration any commitments that may have been made during the response phase, such as promises about the speed and nature of recovery activities.
- Estimates how long the EOC should manage recovery operations before returning control to Oak Point's normal management structure.
- Researches any regulatory requirements or restrictions that may influence recovery activities.

Information Officer

For selection of personnel to fill this role, refer to Attachment 3 of this document.

- Answers to the Crisis Manager.
- Takes over from the Staging Officer the responsibilities for contacting outside agencies and the news media.
- Keeps outside people informed (i.e., the new media, Chevron families, off-site personnel, etc.). Refer to Document ERM-6.15, Media Relations.
- Keeps the Crisis Manager advised about how much interest the event has generated with the media and other outsiders. Keeps the Crisis Manager abreast of the media's slant on the story. Stays alert to potential crisis situations.
- Establishes procedures to control rumors.
- Recovery from the effects of the emergency should publicly demonstrate the commitment and leadership of ChevronTexaco and the Oak Point Plant. The speed and efficiency with which recovery is initiated, communicated, and carried out is important to the ultimate public perception of Oak Point's performance.
- Selects the location of and manages the media briefings; conducts media tours of the emergency scene; keeps media representatives from interfering with the emergency response.
- Prepares current information about the emergency event, including background material. Gets the Crisis Manager's okay, and then distributes information material to the media and others.
- Briefs outside agency personnel before sending them to participate in the emergency response.
- Keeps ChevronTexaco Public Affairs informed.
- Sees to it that a visual record of the emergency response is produced (i.e., still photographs, video tapes, graphics, etc.).
- Keeps records of activities and expenditures for the Finance Officer.

Environmental, Health & Safety Officer

For selection of personnel to fill this role, refer to Attachment 3 of this document.

- Answers to the Crisis Manager.
- Notifies and continues the flow of information to government agencies, regulatory bodies, and local government.
- Carefully monitors compliance with:
  - Regulatory requirements
  - Consistency of recovery with public statements
  - Commitments by the Oak Point Plant
- Takes responsibility for:
  - The safety and health of everyone affected by the emergency
  - Environmental protection
- Halts and/or prevents unsafe acts.
  - Prefers to use chain-of-command power (line authority).
  - Also has control authority (authority outside the normal chain-of-command) to halt unsafe acts.
- Advises the ICS Safety Officer about relevant matters.
- Advises the Oak Point ERT about relevant subjects.
- Conducts industrial hygiene analyses.
- Sees to it that reports of the emergency are made to the proper regulatory agencies.
- Arranges for evacuation of off-site areas by contacting relevant authorities.
- Keeps record of activities and expenditures for the Finance Officer.

Procurement Officer

For selection of personnel to fill this role, refer to Attachment 3 of this document.

- Answers to the Crisis Manager.
- Takes over from the Logistics Officer the responsibilities for off-site procurement and movement of material, maintenance services, manpower, etc.
- Takes over from the Staging Officer the responsibilities for equipment maintenance and cleanup.
- Sees to it that the emergency response is properly provisioned with off-site resources; helps the Logistics Officer by providing additional manpower and procuring additional material (equipment, apparatus and supplies) over and above what is available at the Oak Point Plant.
- Keeps record of activities and expenditures for the Finance Officer.

Finance Officer

For selection of personnel to fill this role, refer to Attachment 3 of this document.

- Answers to the Crisis Manager.
- Manages cash for urgent purchases.
- Responsible for collecting and recording payroll costs and other expenses of the emergency response; organizes the records and forwards them to the EH&S Supervisor at the conclusion of the emergency response.

Clerk

- Answers to the Crisis Manager.
- Preferential selection of clerks: anyone handy.
- Takes care of the administrative and clerical duties.

T&M and Construction Contractor Supervisor

For selection of personnel to fill this role, refer to Attachment 3 of this document.

- Answers to the Logistics Officer.
- Arranges for, and supervises the use of, contractor personnel involved in the emergency response.
- Supplies people to the Manpower Supply Officer.
- Arranges for specialized contractor resources (i.e., cranes, dozers, welders, ditch diggers, etc.).

Maintenance, Purchasing & Leasing Officer

For selection of personnel to fill this role, refer to attachment 3 of this document.

- Answers to the Logistics Officer.
- Moves equipment and supplies from point to point.
- Operates the storeroom and the toolroom.
- Obtains and expedites the delivery of the required material.
- Provides manpower and equipment to conduct required maintenance.

Manpower Supply Officer

For selection of personnel to fill this role, refer to Attachment 3 of this document.

- Answers to the Logistics Officer.
- Schedules manpower for the EOC and the ICS.
- Arranges to increase or decrease the pool of manpower as circumstances dictate.

- Consults with the Finance Officer about payments to personnel.
- Supervises the contract security guards.
- Arranges for sleeping and eating accommodations if needed.

3.0 Definitions

BCVFD	=	Belle Chasse Volunteer Fire Department
BSU&E	=	Blending, Shipping, Utilities and Ecology
EOC	=	Oak Point's Emergency Operations Center
ERT	=	Oak Point's Emergency Response Team
ERV	=	Oak Point's Emergency Response Vehicle
IC	=	Incident Commander of Oak Point's ICS
ICS	=	Oak Point's Incident Command System
Off-site	=	Locations outside of the Oak Point Plant
On-site	=	Locations at the Oak Point Plant
QI	=	Qualified Individual
R { RRV	+	Oak Point's Rapid Response Vehicle }
Satellite Staging Area	=	Place where outside agency personnel and equipment are kept on standby until the IC decides how best to deploy them.

4.0 References

None.

5.0 Records

Obsolete copies of this procedure shall be archived in the OPDMS in accordance with Corporate retention guidelines. Requests for review copies of documents in Archive Status shall be made in accordance with PI-113.

Record of Revisions and Reviews

Page	Revision	Date	Comments
1-29(3)	1.00	July 1993	Creation of the procedure
1-29(3)	1.01	December 1993	Miscellaneous revisions
1-29(6)	1.02	June 1995	Added considerations if alarm is not sounded in an emergency
1-29(6)	1.03	December 1995	Miscellaneous revisions to Attachment "C"
1-29(6)	1.04	July 1996	Miscellaneous revisions to Attachment "A"
1-29(6)	1.05	March 1997	Update IC qualified personnel - Attachment "C"
1-30(6)	1.06	October 1997	Minor Revisions to Section 0.2. Re: ambulance procedure for a minor incident.

Revisions are shown by **R** and { Text. }

Uncontrolled Document

Page	Revision	Date	Comments
1-27(6)	1.07	January 1999	Update to Sections 4.1.4.1 through 4.2.3; revision to Attachments A and B.
1-19(4)	1.08	May 2003	Review of ERM completed. Revision to ICS Structure to compensate for the reorganization of manpower in the plant. Applied new format.
1-20(4)	1.09	07/01/2004	Review of ERM completed. Addition of responsibility for Notification Fact Sheet; addition of reference to RRV; and signature page updated.

(#) = Number of attachment pages

6.0 Attachments

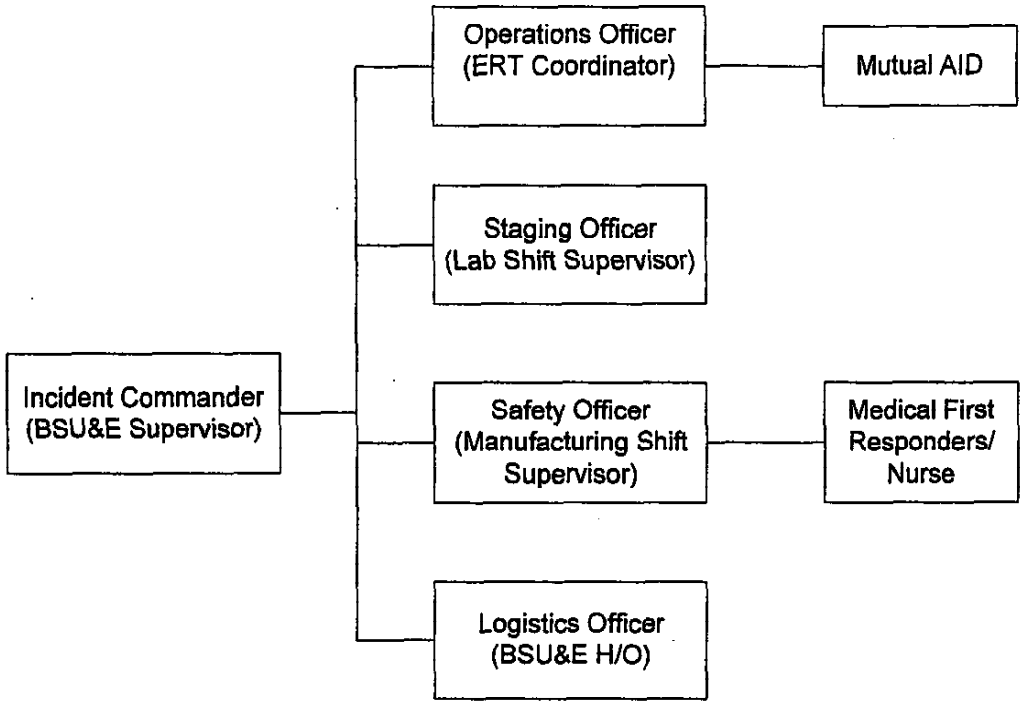
Attachment 1 *ICS Organizational Chart*
Attachment 2 *EOC Organizational Chart*
Attachment 3 *ICS Personnel Selection*

Revisions are shown by **R** and { Text. }

Uncontrolled Document

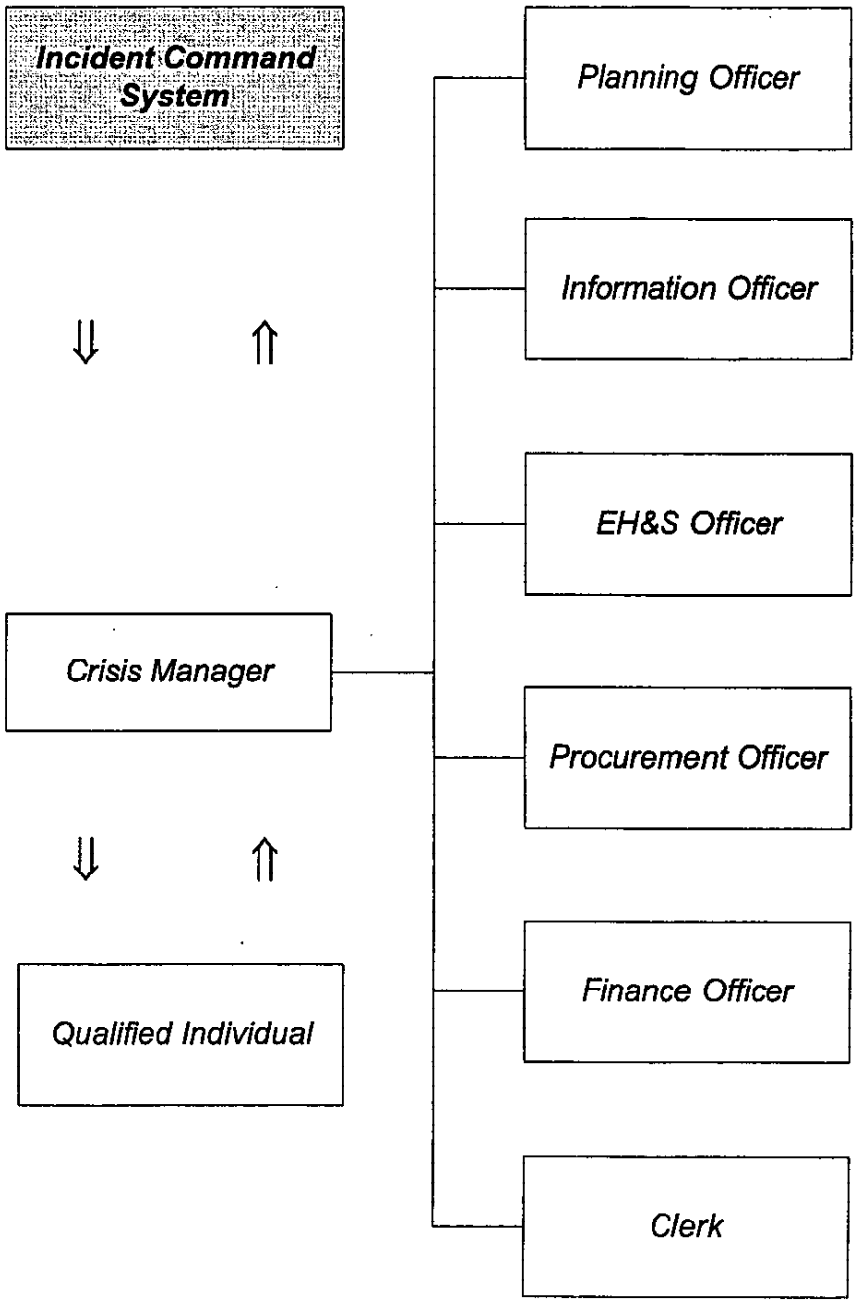
Attachment I

Incident Command System



Attachment 2

Emergency Operations Center



Revisions are shown by R and { Text. }

Uncontrolled Document

Attachment 3

Selection of Replacement IC and EOC Officers

Incident Commander

The following alphabetical list of people is qualified to take over the role of Incident Commander from the Shift Supervisor that initially assumed command of the ICS:

J. M. Angelico
A. G. Despaux
B. S. Fury
N. G. Long
M. Mediamolle
G. A. Maise
R. D. Price
R. J. Roussel
B. J. Sanders
R. J. Serpas
N. St. Marie
P. S. Taylor

Those people have received the required IC training and are otherwise qualified to assume the specific duties and responsibilities of this position.

Crisis Manager

In order of preferential selection:

1. Manager-on-Call
2. Operations Manager
3. Americas Region Manager
4. Other Manager

Qualified Individual

In order of preferential selection:

1. BSU&E Section Supervisor
2. BSU&E Shift Supervisor

Planning Officer

Preferential selection will ideally be based on the location of the emergency:

- Operations Section Supervisor over Planning, Blending & Shipping
- Operations Manager

Information Officer

In order of preferential selection:

1. Public Affairs Manager
2. Public Affairs Representative
3. Management System Coordinator
4. Manager-on-Call

Attachment 3 (Continued)

Selection of Replacement IC and EOC Officers

Environmental, Health & Safety Officer

In order of preferential selection:

1. Management System Coordinator
2. Lead Environmental Engineer
3. Health & Safety Supervisor

Procurement Officer

In order of preferential selection:

1. Maintenance Manager
2. Maintenance Section Supervisor
3. Purchasing, Plant Buyer
4. Construction Supervisor

Finance Officer

In order of preferential selection:

1. Accounting Manager
2. Inventory Team Leader
3. Tolling Analyst

T&M and Construction Contractor Supervisor

In order of preferential selection:

1. Maintenance Section Supervisor
2. Construction Supervisor
3. Construction Technician

Maintenance, Purchasing & Leasing Officer

In order of preferential selection:

1. Maintenance Section Supervisor
2. Purchasing Supervisor
3. Construction Supervisor

Manpower Supply Officer

In order of preferential selection:

1. Manager, Human Resources
2. Other Manager

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Outline

Page No.

1.0 Introduction/Scope

This document covers the emergency response procedures for the Oak Point Plant. These procedures aim toward an emergency response that is safe, efficient, and effective.

These procedures apply to everyone at the Oak Point Plant.

2.0 Recognition and Alerting Procedures

The Oak Point Plant trains its employees, contractors, and visitors to react properly to emergency situations.

Oak Point trains these people to:

- Recognize potential hazards.
- Take whatever steps are necessary to prevent, control, and/or stop any emergencies that may arise.

2.1 Alerting

2.1.1 Reporting an Emergency Situation

Dial 4444 to report an emergency incident or situation that does one or both of the following:

- Causes or threatens harm to people
- Causes or threatens significant harm to equipment, property or the environment

Extension 4444 is a dedicated telephone line in the Control Laboratory. If no one answers your phone call in the Control Lab by the fourth ring, the telephone system will automatically forward your phone call to the BSU&E Boiler Operator.

The Lead Lab Inspector will normally answer extension 4444. Give him or her the following information:

- Location of the emergency situation – by street intersection if possible
- Your name
- The telephone number you are calling from
- Type of emergency – fire, spill, gas release, personnel injury, etc.
- Information about injured people (i.e., number of injuries, type of injuries kind of help they are receiving, etc.)

Let the Lead Lab Inspector hang up first. Do NOT hang up before the Lead Lab Inspector hangs up.

2.1.2 Emergency Alarm

When to Sound the Emergency Alarm

As a general rule,
WHEN anyone reports an emergency situation on extension 4444,
THEN sound the emergency alarm.

Refer to "When NOT to Sound the Emergency Alarm" (below) for exceptions.

After receiving your call, the Control Lab will:

- Sound the emergency alarm.
- Broadcast a plant-wide description of the emergency.

The emergency alarm accomplishes two things:

- It brings responders to the emergency scene.
- It usually triggers the ICS.

When NOT to Sound the Emergency Alarm

IF a supervisor at the emergency scene calls extension 4444,
AND that supervisor asks that the emergency alarm NOT be sounded,
THEN do NOT sound the alarm. Refer to ERM Document 6.1 Section 0.2 for more information on not sounding the Emergency Alarm for minor incidents.

2.1.3 All-Clear Signal

At the sound of the emergency alarm the Incident Command System will usually go into effect, and the Incident Commander will take charge of the emergency response.

Once the ICS goes into effect, only the IC can give the order to sound the all-clear signal. Normally the IC will not want to sound the all-clear signal until after the emergency response has been completed, if for no other reason than to keep radio traffic confined to emergency-response messages.

The IC may decide to dismiss some or all emergency gathering stations – with or without restrictions – before sounding the all-clear signal.

2.1.4 Tests of the Emergency Alarm

The Oak Point Plant tests the Plant emergency horn and backup steam whistle on the following basis:

- Scheduled routine testing every Wednesday morning
- Unscheduled testing for miscellaneous reasons (e.g., after maintenance work)

> **NOTE:** There is also a Southern extension to the Plant emergency horn installed in a pipe rack East of the Maintenance Shop. This allows a clear alarm signal at the Southern end of the Oak Point Plant.

SCHEDULED WEDNESDAY-MORNING TEST PROCEDURES

The Oak Point Plant tests the Plant emergency horn and the backup steam whistle every Wednesday at 10:00 a.m. The Control Laboratory shall carry out the following steps when testing the Plant emergency alarm.

- Announce the test over the radio.
- Sound the all-clear signal on the Plant emergency horn (push button).
- Sound the emergency alarm on the Plant emergency horn (push button).
- Sound the all-clear signal on the Plant emergency horn (manual pull station on west side of 219 plant).

The Utilities Control Room will test the steam whistle at the same time. The Maintenance Department is responsible for monitoring and repairing the Southern extension to the Plant emergency horn.

2.1.5 Radio Traffic

Emergency Responders & Head Count Personnel

WHEN the emergency alarm sounds,
THEN:

- Avoid all unnecessary radio traffic
- Use telephones for communications as much as possible
- Keep emergency-response radio messages short and to the point
- Acknowledge key radio messages; let the sender know you received the message

All Other Personnel

WHEN the emergency alarm sounds,
THEN:

- Avoid using the radio and the telephone system.
- Avoid making outside phone calls.

2.2 Shelter-In-Place Locations

2.2.1 Locations

There are 21 emergency gathering/SIP locations (ten for the Operations Work Areas and eleven Service Work Areas):

Operations Work Areas:

1. Laboratory Annex (Process Engr. Conference Room - 3rd Floor)
2. B&S Control Bldg. (Conference Room)
3. Ecology Control Bldg. (Lunch Room)
4. Central Control Bldg. (Detergents Control Room - Operations Personnel ONLY)
5. Central Control Bldg. (Disp. & Inhib. Control Room - Operations Personnel ONLY)
6. Central Control Bldg. (Conference Room/Empty Fishbowl)
7. Central Control Bldg. (Lunch Room - 1st Floor)
8. Filter Bldg. (Conference Room – 1st Floor)
9. Utilities Control Bldg. (Conference Room – 1st Floor)
10. Wharf (Control Room)

Service Work Areas:

11. OPLC (West/Central Classrooms)
12. OPLC (Annex Conference Room - Contractor Headcount Personnel ONLY)
13. Admin Bldg./Tech. Center (N/S Conference Rooms – 1st Floor)
14. Admin Bldg./Tech. Center (Drafting File Room – 2nd Floor)
15. Admin Bldg. (Small Conference Room – EOC Personnel ONLY)
16. Technical Center (Lab Training Room – Lab Emergency Response Personnel & Plant Receptionist ONLY)
17. Maintenance Bldg. - West (Conference Room – 2nd Floor)
18. Maintenance Bldg. - North (Lunch Room)

19. T&M Contractor's Bldg. (Lunch Room)
20. Purchasing and Stores Bldg. (Conference Room)
21. Gate #3 Guard House

2.2.2 Shelter-in-Place "What to Do"

WHEN you hear the emergency alarm sound, first of all "STAY CALM"
THEN go to the nearest upwind "emergency gathering /SIP location" listed in the operation and service work areas above - Look for the Blue and White "SIP location" signs that are located on buildings and selected rooms in each building.

For chemical releases, the following steps will protect you inside an enclosed building:

- Close all windows and doors and keep them closed.
- Shut down all air handlers.
- Monitor all announcements on the emergency channel of the plant radio system.
- Remain inside until the all clear is given.

This applies to everyone at the Oak Point Plant: employees, contractors, visitors - EVERYONE!

Bring your hard hat and safety glasses if you work in the service work areas listed above so that you will be ready for evacuation, if necessary.

IF you cannot get to your assigned (for head count) emergency gathering/SIP location quickly and safely,
THEN:

- Go to the nearest, safe emergency gathering/SIP location.
- Telephone your head count emergency gathering/SIP location and report your whereabouts. (A list of emergency gathering/SIP locations and their associated head count phone numbers is posted at each gathering location for reference.)

IF you cannot remember the telephone number of your emergency gathering/SIP location,
AND the reference list is not available,
THEN report your whereabouts to the Main Office Receptionist (extension 0).

The Receptionist will report your whereabouts to your emergency gathering/SIP location.

You are responsible for making yourself "accounted for" promptly. In other words, make sure you are NOT counted as "missing."

The purpose of these Shelter-In-Place in procedures is to:

- Keep people out of harm's way.
- Make sure that everyone can be accounted for.
- Prevent exposure of plant personnel to chemical releases.
- Control the movement of people in the Oak Point Plant so that they will stay out of the way of the emergency response.
- Assemble people for use in the emergency response effort.

IF, prior to the incident, you were given specific instructions to travel through the Plant to your emergency gathering/SIP location,
THEN:

- Find out what details you can about the emergency. Determine what happened, where it happened, which way the wind is blowing, etc. Ask someone with a radio for information.
- Avoid hazardous areas, such as (a) the site of a spill or (b) an area downwind of a fire or gas release.

2.2.3 Alternate Places of Refuge

Evacuations

When the conditions of the emergency endanger the people assembled at one or more gathering stations, those people may have to move to a different location (i.e., to a safer gathering station or place of refuge, either on or off-site).

Refer to ERM-6.2, Recognition and Alerting, Section 2.3.1.5, Evacuation Procedures for the Control Lab, to read about evacuation procedures for the Control and Technical Service Labs.

Evacuation of the Entire Plant

When the circumstances of the incident call for it, the IC will order the evacuation of the entire plant area. The IC, with advice from the ICS Safety Officer, shall do the following:

- Determine whether or not evacuees can get to their vehicles safely.
- Depending on wind direction, designate the routes that pedestrian evacuees should travel to get to their vehicles in the various parking lots.
- Designate the direction of vehicle and/or pedestrian traffic, north or south on Highway 23.

The ICS Safety Officer, in combination with the ICS Staging Officer, will assign traffic controllers to the parking lots to expedite traffic flow out of the parking lots. Traffic controllers will be responsible for maintaining order, promoting efficiency and preventing accidents.

2.2.4 Head Count Procedures

Carry out the following steps at the emergency gathering/SIP locations:

- Take head counts immediately.
- Count as "missing" the people who cannot be accounted for.
- Report the names of missing people, or that all personnel are present or accounted for, to the Plant Head Count Coordinator in the Laboratory SIP Room in the Technical Center (extension 6666).

The Plant Head Count Coordinator shall report the names of missing people to the ICS Safety Officer, and the Safety Officer shall pass on the names of missing people to the Incident Commander.

In the event the Technical Center is evacuated before all head count responsibilities can be completed (Plant Head Count Coordinator is located in the Computer Training Room), area Station Chiefs shall radio head count information directly to the Safety Officer.

The IC needs to know as soon as possible whether or not everyone can be accounted for. If the whereabouts of anyone is unknown, the IC can launch a search of the emergency scene to make sure that the missing person is not disabled and hidden from view. On the other hand, if everyone can be accounted for quickly, the IC can direct all of his or her attention to the emergency response.

Because of the size or nature of the emergency, the IC may request that the "All Clear" signal be sounded before a plant-wide head count can be completed. This means that the IC has enough information to determine that the head count process is no longer needed. Therefore, all head count efforts are to be suspended as soon as the "All Clear" is sounded.

However, it is standard procedure for the IC not to request the sounding of the "All Clear" signal until the ICS Officers determine that the head count procedure is no longer needed because the incident has been sufficiently evaluated.

Head count procedures at the various emergency gathering/SIP locations fall into two groups, representing two levels of complexity:

- Operations Work Areas. Operations supervisors can normally conduct head counts in a simple, straight forward manner. Refer to Section 2.3 for details.
- Service Work Areas. These head counts are more complex; they require additional steps and people to make them work quickly and efficiently. Refer to Section 2.4 for details.

2.3 Operations Work Areas -- Personnel Response and Head Counts

Operations Work Areas include:

- The Control Lab
- The Technical Service Lab
- All Operations areas

Operations personnel at the Oak Point Plant work round-the-clock shifts so production can continue 24 hours a day, seven days a week. Head count procedures in the Operations Work Areas are normally simple and straightforward enough to be conducted by one person.

2.3.1 Control Laboratory and Technical Service Laboratory

Lab Shift Supervisor

Normally the IC will assign the Lab Shift Supervisor to the role of ICS Staging Officer. Before leaving the Control Lab, the Shift Supervisor shall ensure that five inspectors are taking care of emergency response (ER) duties for the Lab. The ER duties are divided up as follows:

- The Lab Lead Inspector usually takes the emergency calls, handles all radio communications and sounds the plant emergency alarm if needed, per Section 2.1.2.
- One inspector will perform the duties of Plant Head Count Coordinator.

- One inspector will perform the duties of Lab Head Count Coordinator.
- The remaining inspectors will assume general communications responsibilities which may include making other emergency calls, handling incoming calls and call-backs.

Plant Head Count Coordinator

The Control Lab Inspector assigned to the role of Plant Head Count Coordinator shall:

- Suspend the head count in the event the IC requests that the "All Clear" signal be sounded. For more details, see Section 2.1.3.
- Answer the head count phone (extension 6666) and take head count information from the emergency gathering stations.
- Make sure that all emergency gathering/SIP locations report in; contact the non-reporting locations if necessary.
- Use the head count form in Attachment A to record head count information.
- Report the names of missing people to the ICS Safety Officer by either radio or messenger.
- Tell the ICS Safety Officer which emergency gathering/SIP locations are active. (This is especially important outside of normal business hours when it might be assumed that some gathering stations are empty.)

Lab Head Count Coordinator

The Control Lab Inspector assigned to the role of Lab Head Count Coordinator shall:

- Complete a head count on all Lab personnel and report this information to the Plant Head Count Coordinator.

Telephone and Radio Communications

The Control Lab Inspectors handling communications shall:

- Broadcast the details of the emergency over the Plant radio, as directed by the IC.
- Make the necessary phone calls for help and notification, as directed by an ICS officer.
- Contact outside agencies for help. (To avoid confusion the Lab Inspectors will normally handle subsequent communications with responding agencies until they arrive on-site.)
- Call out additional Emergency Response Team (ERT) members.
- Contact the Oak Point Manager-On-Call.
- Contact regulatory agencies, as directed.
- Contact Chevron Public Affairs.
- Handle incoming calls.

Evacuation Procedures for the Control and Technical Services Lab

Evacuation without sounding the Plant emergency alarm

From time to time, the Labs may have a minor, internal incident, such as a chemical spill or hood failure, necessitating evacuation from the Labs without sounding the Plant emergency alarm. In this case, the Lab Lead Inspector shall arrange for evacuation of the Labs taking along an assigned radio, and sending all other Lab personnel to the Main Office Lobby (or other designated location) until the situation is corrected. Lab personnel will seal off the Lab by pulling retractable danger tape across all doorways to the Lab and

closing the internal door to the Lab located near the first floor elevator.

Next, the Lead Lab Inspector needs to notify the Head Operator at the Utilities Control Room to temporarily take over the following responsibilities:

- Answer calls to Extension 4444
- If necessary, sound the Plant Emergency Alarm

These control measures will then allow the Lab Lead Inspector to orderly arrange for either trained Lab personnel with the appropriate PPE to handle the incident, or for other emergency response personnel, such as Emergency Response Team members or Plant Services personnel, as needed.

Evacuation upon sounding the Plant emergency alarm

The Control Lab and Technical Service Lab are not designated emergency gathering/SIP locations and will evacuate whenever the plant emergency alarm is activated. When it becomes necessary to evacuate the Labs and to sound the Plant emergency alarm for any reason (internal or external to the Labs), Lab personnel will evacuate following the procedures outlined below:

1. Secure all lab equipment and stabilize any tests in progress. This may involve turning off heat sources and closing exhaust hood sashes.

2. Evacuate through the South Lab Door, if H2S sensors are inactive, into the Administration Building and go to the computer staging room of the Administration Bldg. for head count. The last person out of the Lab should shut the hall door located near the computer set up and storage room.

3. If H2S sensors outside the South Lab Door indicate this is not a safe route, Lab personnel should check H2S sensors at the North Lab Doors and determine if this is a safe route to the Admin Bldg.

4. If H2S sensors are active at both North and South Lab Doors, Lab personnel should put on 5-minute escape packs prior to evacuating and use the South Lab Door to evacuate to the Administration Building. The last person out of the Lab should shut the hall door located near Central Files in the Administration Bldg.

5. Each person should report in to the Lab Head Count Coordinator who will be in the computer staging room in the Administration Building (or other agreed upon location).

Lab personnel who have specific emergency response duties will follow the additional steps described below.

Lab Lead Inspector and his designated backup, shall take the following steps:

1. Sound the alarm and remain in the Lab until the other Lab Inspectors assigned to handle emergency communications (typically two (2) inspectors) have evacuated to the Computer Staging Room in the Technical Center, which is designated as the alternate Lab Emergency Response Communications Center.

2. If there is no time to sound the emergency alarm before evacuating personnel from the Lab, the Lead Inspector shall arrange for evacuation of the Labs, taking along the assigned portable radio, and then manually sounding the Plant emergency alarm from the Computer Staging Room in the Technical Center.

3. Announce the evacuation of the Control and Technical Service Labs to the ICS Safety Officer.

4. Announce to the HO in the Utilities Control Room to handle the sounding of the "all clear" alarm (using the alternate steam whistle), only if requested to do so. A radio announcement will be issued by the ICS officers prior to the sounding of the "all clear" notifying personnel that the emergency is over and of any restrictions that may apply.

Lab Inspectors other than the Lead Inspector and his backup will take the following steps:

1. As soon as the emergency alarm is sounded, these inspectors will evacuate to the Computer Staging Room in the Technical Center to assume their emergency response duties.

Lab Head Count Coordinator will take the following steps:

1. Evacuate to the lobby of the Administration Building and complete a head count of all Lab personnel.

2. Once a head count of all Lab personnel is complete, The Lab Head Count Coordinator will give this information to the Plant Head Count Coordinator in the Computer Staging Room and then go to the N/S Technical Center Conference Room for shelter.

Computer Staging Room (Technical Center)

This room has been designated as the alternate communications center in the event the Control Lab needs to be evacuated during a SIP event. Emergency calls/follow-up and head count for the ICS Officers can be handled in this location. The Computer Staging Room is equipped with a duplicate emergency phone set up as located in the Control Lab. A computer, a fax machine and copy machine, and hard copies of MSDSs are also available in the area. Proper activation and training for phone use will be handled separately for Lead Lab Inspectors and their reliefs.

2.3.2 Operations Areas

General Procedures for Operations Personnel

Some Operators are instructed to stay at their equipment when the emergency alarm sounds. They shall remain at their units and check in with their HO's. Other Operators shall:

- Shut off all transfers.
- Secure their equipment.
- Escort any truck drivers in their areas to the Central Control Room, or nearest emergency gathering/SIP location.
- Report to their HO's in their assigned Control Room.

The HO's have the following key responsibilities:

- Conduct a head count and report the names of missing people, or that all personnel are present or accounted for to the Head Count Coordinator by means of telephone

(extension 6666).
- Decide which people must remain in the work area to do whatever needs to be done during the emergency.

Manufacturing Area

MANUFACTURING OPERATORS

All Manufacturing Operators will report to the nearest emergency gathering/SIP location in their area and call in to the Central Control Room to report their location and await further instructions.

MANUFACTURING HEAD OPERATOR

The HO shall carry out the procedures for HO's in Section 2.3.2 ("General Procedures for Operations Personnel").

Blending, Shipping, Utilities & Ecology Area

BSU&E OPERATORS

Operators shall carry out the procedures for Operators in Section 2.3.2 ("General Procedures for Operations Personnel").

BSU&E HEAD OPERATOR

The HO shall carry out the procedures for HO's under "General Procedures for Operations Personnel" (above).

IF there is a fire at the wharf
AND a vessel is tied up to the wharf,
THEN the HO shall make sure that Operators take the following steps (whether or not the fire is on the vessel):

- Stop all pumping activities.
- Begin all other emergency shutdown procedures.
- Escort barge Deckhands to the Wharf Control Room for emergency shelter.
- Notify ship personnel to implement their vessel Shelter-In-Place procedures.
- Notify Tug personnel to remain in the tug pilothouse and be prepared to leave the dock if given instructions to do so.

IF there is a fire on board a vessel tied up to the wharf,
THEN the HO shall make sure that Oak Point workers do the following:

- Stay off the burning vessel.
- Provide all necessary help from shore.

ECOLOGY OPERATOR

The Ecology Operator shall:

- Stay in his or her work area.
- Monitor two-way radio traffic in case it becomes necessary to maintain fire-water-line pressure.

UTILITIES OPERATORS

WHEN the emergency alarm sounds,
THEN stay in your area and continue operating your equipment.

IF you are an ERT member,
THEN wait for someone to take your place before going to the incident scene.

UTILITIES HEAD OPERATOR

WHEN the emergency alarm sounds,
THEN:

- Conduct a head count and report the names of missing people or that all personnel are present or accounted for to the Head Count Coordinator by means of telephone (extension 6666).
- Stay in the Utilities area.

BOILER OPERATOR

IF the emergency is a fire,
THEN the Boiler Operator shall:

- Start the diesel-powered fire water booster pump and boost the fire-water-line pressure to 120 psig.
- Maintain the fire-water-line pressure at 120 psig, unless directed otherwise by the HO.

2.4 Service Work Areas -- Personnel Response and Head Counts

Service work areas include the following:

- Health Center
- OPLC
- Administration Bldg. and Tech Center
- Maintenance Offices - West
- Maintenance Offices - North
- Gate #3 Guard House
- Purchasing/Stores

Service personnel normally work between 7:00 a.m. and 4:30 p.m., Monday through Friday, except for holidays. Unlike the head counts in the Operations Work Areas -- which are simple and straightforward -- head count procedures in the Service Work Areas require additional steps and additional people to make sure that everyone is accounted for quickly and accurately.

2.4.1 General Head Count Procedures for Service Areas

Head counts in Service Work Areas will normally require the coordinated activities of Group Supervisors, a Station Aide, and a Station Chief.

Group Supervisors Duties

In Service Work Areas, several work groups normally report to the same emergency gathering/SIP location. Group supervisors shall:

- Make head counts of the people in their groups.
- Report the names of missing people or that all personnel are present or accounted for to the Station Chief.

Station Aide Duties

The Station Aide shall:

- Compile a list of the names of people phoning in from other gathering stations.
- Report these names to the Station Chief.
- Collect the names of persons missing from Group Supervisors based at the gathering station.

Station Chief Duties

The senior ranking supervisor, or a designated representative, will assume the role of Station Chief at each emergency gathering/SIP location.

The Station Chief shall:

- Assign someone to act as Station Aide, if needed.
- Discover if anyone is missing.
- Collect the names of missing people from the group supervisors.
- Compare the names of missing people with the Station Aide's list of people phoning in from other gathering stations.
- Determine who is still missing.
- Report the names of missing people or that all personnel are present or accounted for, to the Plant Head Count Coordinator (extension 6666).
- Suspend the head count in the event the IC requests that the "All Clear" signal to be sounded. For more details, see Section 2.2.3.
- Monitor radio traffic about the emergency.
- Make sure that the people assembled at the gathering station are kept informed.
- Make sure that evacuation procedures are followed.

IF the Station Chief believes that the emergency response can do without the people assembled at his or her gathering station,
AND the emergency response will NOT affect their work areas,
THEN the Station Chief may ask the IC for permission to dismiss the gathering station and send the people back to their work areas.

The decision to dismiss gathering stations before sounding the all-clear signal -- with or without restrictions -- belongs to the IC.

2.4.2 Construction and Other Outside Contractors/Sub Contractors (Non-Maintenance)

Workers

Oak Point people shall give these workers formal indoctrination sessions before they

begin work. These sessions tell these outside contractors what to do if the emergency alarm sounds:

- Stop work and make sure that the streets and fire lanes are clear of obstructions (for access by ambulance and other emergency vehicles).
- Stay clear of the emergency response area.
- Use defined walkways and streets.
- Go around tank fields and Operating areas.
- Report to the nearest emergency gather/SIP location and call in for headcount

Station Chief (An Oak Point Construction Representative)

An Oak Point Construction Representative will normally assume the role of Station Chief. The Station Chief shall perform the following duties:

- Perform the Station Chief duties listed in Section 2.4.1 ("General Head Count Procedures for Service Areas").
- Remember to be sure an Oak Point Construction Representative has gone to OPLC Annex Conference Room (115) to make a head count.
- Report the names of missing people to the receptionist in the Technical Center (Dial 0).

2.4.3 Maintenance Shop

Station Chief

The Shop Foreman will normally assume the role of Station Chief. He or she will normally assign the Maintenance Admin. Asst. to act as Station Aide (extension 6136).

Mechanics and T&M Contractors (Except Janitors - see below)

WHEN the emergency alarm sounds,
AND you are in the immediate vicinity of the T&M Contractors Lunchroom
THEN report to your foreman in the T&M Contractor's Lunchroom for head count and instructions.

IF you are not near the T&M Contractor's Lunchroom,
THEN report to the nearest emergency gathering/SIP location that can be safely reached and call in your location to the T&M Contractor's Station Chief.

Janitors

Janitors are to report to the nearest emergency gathering/SIP location and call the Station Chief in the T&M Contractor's Lunchroom to report their location.

2.4.4 Purchasing/Storeroom

Personnel

Except for the Maintenance Admin. Asst., all personnel shall report to the Purchasing Bldg. Conference Room for head counts and instructions.

Station Aide

The Maintenance Admin. Asst. will normally perform the duties of Station Aide for four emergency gathering stations:

- Maintenance Bldg. (Lunch Room)
- Maintenance Bldg. (I&E Shop)
- Maintenance Bldg – West (2nd Floor Conference Room)
- Purchasing Bldg. (Conference Room)

2.4.5 Oak Point Learning Center (OPLC) / Health Center

Personnel

WHEN the emergency alarm sounds,
THEN report to your supervisor or OPLC Station Chief for a head count.

IF you are away from the OPLC when the emergency alarm sounds,
THEN phone the OPLC West/Central Classroom (Ext. 6301) and report your whereabouts.

Station Aide

The Compliance Administrative Asst. will normally perform the duties of Station Aide.

Station Chief

The Station Chief shall:

- Normally assign the Compliance Administrative Asst. to act as Station Aide.
- Perform the Station Chief duties listed in Section 2.4.1 ("General Head Count Procedures for Services").

2.4.6 Technical Center and Main Office Building

Personnel

WHEN the emergency alarm sounds,
THEN go to your group's "headcount" emergency gathering/SIP location to report to your supervisor for head count. Remain in this location unless you are directly involved in the emergency response effort.

IF you cannot find your supervisor in the emergency gathering/SIP location,
THEN report to the Station Chief.

IF you are not in your "head count" emergency gathering/SIP location,
THEN phone your "head count" location and report your whereabouts.

The Main Office Receptionist will report to the Computer Staging Room and respond to calls placed to the Operator (Extension 0). Visitors are instructed to report their whereabouts to the receptionist. This, and other emergency related information, can be communicated directly to the Lab Emergency Response Team located in the Computer Staging Room.

Station Aide

The Technical Administrative Assistant is normally assigned the role of Station Aide and will report to the N/S Technical Center Conference Rooms to perform these duties for 2 emergency gathering/SIP locations:

- Admin Bldg./Tech. Center (N/S Conference Rooms – 1st Floor)
- Admin Bldg./Tech. Center (Drafting File Room – 2nd Floor)

Station Chief

The Station Chief shall:

- Normally assign the Technical Administrative Assistant to perform the role of Station Aide.
- Make sure that the conversational noise in the conference room is kept to a minimum while head counts are being made.
- Perform the Station Chief duties listed in Section 2.4.1 ("General Head-Count Procedures for Service Areas").
- Additionally, account for all Managers and Operations Supervisors located in the Main Office and Technical Center.

2.4.7 Visitors

Visitors with Hosts

This group includes vendors and suppliers who meet with people at the Oak Point Plant. These people:

- Have appointments with someone in the Plant.
- Can be "announced to" specific people in the Plant when they arrive.

Oak Point hosts shall tell their visitors what to do when the emergency alarm sounds while they are separated from each other. Hosts shall tell their visitors the following:

- Report in person to the nearest control room or office building labeled as an "SIP Location".
- Visitors should phone the Main Office Receptionist (extension 0) to report their location. This extension rolls over to the Gate #3 guard outside of normal working hours (7:00 a.m. to 4:30 p.m., Monday through Friday).
- Visitors should give the Receptionist their name, location, and name of your host.
- Visitors should standby for further instructions or until the emergency ends.

The Receptionist will then phone their host's assigned gathering station and report their whereabouts.

Concerned hosts can check with their assigned gathering stations to determine the whereabouts of their visitors.

Visitors without Hosts

This group includes vendors and suppliers who enter the Oak Point Plant through Gate #3, check in with the guard, and then go about their business without reporting to someone in the Plant.

When the vendor or supplier arrives at Gate #3, the Security Officer will provide them with a written document that explains general procedures to be followed if there is an emergency within the plant. Briefly, these general procedures say to do the following:

- Report in person to the nearest control room or office building labeled as an "SIP Location"
- Call the Gate #3 Guardhouse to report your location.
- Stand by for further instructions or until the emergency ends.

Vendor head counts will be handled slightly different by Security. Currently, we have four vendors (Kentwood Water, D&D Snack Sales, Inc., Cintas and River Parish) who are allowed into the plant without an escort. Should there be an emergency while they are inside the Plant, the Security Supervisor at Gate#3 will contact the Head Count Coordinator at extension 6666 and report their names.

2.4.8 Transportation Personnel

Railroad Personnel

Personnel of the Oak Point Plant and the (NOGC) New Orleans Gulf Coast Railroad shall follow the guidelines and procedures contained in PI-244, "Railroad Switching and Communication Requirements."

Truck Drivers

An Oak Point representative shall tell truck drivers what to do when the emergency alarm sounds:

- Shut down all in-progress transfers using valves on their trucks.
- Turn off the truck's engine.
- Wait for Operations personnel to escort them to the nearest emergency gathering/SIP location.
- If their location seems dangerous, they should go immediately to the nearest emergency gathering/SIP location and check in.

Marine Personnel

Tug/barge personnel will be instructed by the Oak Point Wharf Operator to respond to the emergency alarm as follows:

- Tug personnel will remain on the tug and prepare to cast off from the wharf if necessary for safety.
- Barge deckhands will be instructed to go the Wharf Control Room for safety.

Ship personnel will be instructed by the Oak Point Wharf Operator to respond to the emergency alarm as follows:

- Remain on board the ship and implement emergency procedures to secure the ship against a toxic gas release.

2.5 Miscellaneous Service Work Area Personnel Outside of Normal Business Hours

2.5.1 Purpose

The intent of this procedure is to do head counts to the best of our ability for emergencies that happen anytime of the day or night. During regular work hours the system for doing a head count is well defined.

However, outside of normal business hours, head count procedures are more difficult and will depend on the voluntary actions of Service Work Area personnel.

2.5.2 Office Workers and Janitors

The object of this procedure is to let the Head Count Coordinator know where you are, so the Head Count Coordinator can tell the ICS Safety Officer what gathering stations are occupied. This information will become crucial in case you have to be evacuated.

Office workers and janitors shall report to the nearest, safe emergency gathering/SIP location when the emergency alarm sounds.

The Head Count Coordinator will assume that the emergency gathering/SIP location in the Services Work Areas are unoccupied outside of normal business hours. Therefore, it is imperative that office workers and janitors report their whereabouts to the Head Count Coordinator. They shall:

- Choose one among them (usually the Supervisor) to phone the Head Count Coordinator (extension 6666) and report how many people are at the emergency gathering/SIP station.
- Remain in their emergency gathering/SIP station.
- Wait for either the all-clear signal or for further instructions.

2.5.3 Miscellaneous outside Contractors

These Contractors shall be instructed as follows:

WHEN the emergency alarm sounds,
THEN go to the nearest upwind emergency gathering/SIP location.

IF you are not in your "head count" emergency gathering/SIP location,
THEN phone your "head count" emergency gathering/SIP location to report your whereabouts.

2.6 After the Emergency Response

WHEN the emergency response is over,
THEN secure the equipment items that were used during the emergency response and return them to their normal storage places.

Take empty fire extinguishers and respirator bottles to the Maintenance Shop for refilling.

3.0 Definitions

All Clear Signal = One long blast on either the Plant emergency horn or the steam whistle.

Emergency Alarm = Thirty seconds of short blasts on either the Plant emergency horn or the

steam whistle.

ERV	=	Oak Point's emergency response vehicle.
HO	=	Head Operator.
Head Count Coordinator	=	Coordinates head-count results from the various emergency gathering stations; reports the names of missing people to the ICS Safety Officer.
IC	=	Incident Commander of the ICS.
ICS	=	Oak Point's Incident Command System.
Normal business hours	=	7:00 a.m. to 4:30 p.m., Monday through Friday, except for holidays.
Reportable Emergency	=	Oak Point considers an incident to be a "reportable emergency" if it: 1) threatens or causes harm to the health, safety, or well-being of any individual on or off Plant property; or 2) threatens or causes significant harm to plant equipment. A "reportable emergency" means that extension 4444 shall be called. An incident that is judged by on-site personnel as a minor, low-risk situation to personnel or equipment which can easily be handled by on-site personnel is not a "reportable emergency."
Shelter in Place	=	Shelter in Place (SIP) is a safeguard to prevent exposure of plant personnel to chemical releases. SIP is based on staying inside or going to a designated building during a toxic chemical release to be protected from the hazards of the chemical.
Station Aide	=	Records the names of people phoning in from other emergency gathering stations; gives the list of these names to the Station Chief.
Station Chief	=	Senior supervisor or their delegate at each gathering station who makes sure that head counts are taken and that the results are reported to the Head Count Coordinator.

4.0 References

None.

5.0 Records

Obsolete copies of this procedure shall be archived in the OPDMS in accordance with Corporate retention guidelines. Requests for review copies of documents in Archive Status shall be made in accordance with Section 4.8 of PI-113.

Record of Revisions and Reviews

Page	Revision	Date	Comments
1-32(1)	1.00	07/93	Creation of procedure.
1-32(1)	1.01	12/93	Misc. revisions.

Revisions are shown by R and { Text. }

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Page	Revision	Date	Comments
1-32(1)	1.02	12/94	Minor revisions/updates.
1-32(2)	1.03	06/95	Minor revisions.
1-32(2)	1.04	07/96	Misc. head count changes.
1-29(2)	1.05	10/97	Minor revisions to Section s4.42, 4.4.2.2 and Attachment A (Construction head count procedure) and 4.3.1.4 (Lab evacuation procedures).
1-30(2)	1.06	01/99	Minor revisions to Sections 4.2.1.2, 4.4 and Attachment A.
1-33(2)	1.07	05/00	Revision to add Section 4.2 (A) Shelter in Place Procedure.
1-21(2)	1.08	09/15	Incorporate new format plus minor updates to procedure.
1-20(2)	2.00	12/01/02	Complete rewrite of procedure to incorporate Shelter-In-Place changes.
1-21(2)	2.01	07/30/04	Review of ERM, and complete rewrite of procedure to update department personnel to reflect new organizational structure, update SIP locations and application of new format.

(#) = Number of attachment pages

6.0 Attachments

Attachment 1 - Emergency Gathering Station Head Counts

Attachment 1

EMERGENCY GATHERING STATION HEAD COUNTS

DATE: _____ **TIME:** _____

INSTRUCTIONS:

1) All emergency gathering/SIP locations should be able to report their head counts within 15 minutes. If they don't, you should contact them.
2) When an emergency gathering/SIP location reports that all personnel are present or accounted for, circle "yes" next to the appropriate location on page 1 (below). If all personnel are not accounted for, circle "no."
3) Page two, left-hand column: fill in names of people who are reported "missing" by their emergency gathering stations.
4) Page two, right-hand column: fill in names and locations of people who call in to the Lab to report their whereabouts. This is for gathering stations: (a) without a supervisor present, or (b) outside of normal business hours. This information is important in case evacuations are ordered.
5) Names in the left-hand column ("Missing Persons") should be reported to the ICS Safety Officer immediately.

ALL PRESENT & ACCOUNTED FOR?

	MANUFACTURING WORK AREAS		
1.	Lab Annex (Process Engr. Conference Rm. – 3rd Floor) -	Yes	No
2.	B&S Control Bldg. (Conference Rm.) -	Yes	No
3.	Ecology Control Bldg. (Lunch Rm.) -	Yes	No
4.	Central Control Bldg. (Detergents Control Rm.) -	Yes	No
5.	Central Control Bldg. (Disp. & Inhib. Control Rm.) -	Yes	No
6.	Central Control Bldg. (Conference Rm./Empty Fishbowl) -	Yes	No
7.	Central Control Bldg. (Lunch Rm. – 1st Floor) -	Yes	No
8.	Filter Bldg. (Conference Rm. - 1st Floor) -	Yes	No
9.	Utilities Control Bldg. (Conference Rm.) -	Yes	No
10.	Wharf (Control Rm.) -	Yes	No
	SERVICE WORK AREAS		
11.	OPLC (West/Central Classrooms) -	Yes	No
12.	OPLC (Annex Conference Room _ Contractor Headcount Personnel ONLY) -	Yes	No
13.	Admin Bldg./Tech Center (N/S Conference Rms. - 1st Floor) -	Yes	No
14.	Admin Bldg./Tech Center (Drafting File Rm. - 2nd Floor) -	Yes	No
15.	Admin Bldg. (Small Conference Room – EOC Personnel ONLY)	Yes	No
16.	Technical Center (Computer Staging Room – (Lab Emergency Response Personnel & Plant Receptionist ONLY	Yes	No
17.	Maintenance Bldg. – West (Conference Rm. - 2nd Floor) -	Yes	No
18.	Maintenance Bldg. – North (Lunch Rm.) -	Yes	No
19.	T&M Contractor's Bldg. (Lunch Rm.) –	Yes	No
20.	Purchasing & Stores Bldg. (Conference Rm.) –	Yes	No
21.	Gate #3 Guard House –	Yes	No

MISSING PERSONS	CALL-INS (Name & Location)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
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31.	31.
32.	32.
33.	33.

Chevron ORONITE Oak Point Plant	Oak Point Emergency Response Manual Communications	ERM-6.3 Rev: 1.04 Application Date: 07/30/04 QAR Document Code: N/A Page 1 of 3

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APPROVAL

ORIGINATED	REVIEWED	AUTHORIZED
SAFETY SPECIALIST	HEALTH & SAFETY SUPERVISOR	AMERICAS REGION MANAGER
S. J. STUNTZ	G. A. CREEKMORE	M. H. BURNSIDE

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OPDMS

All networked personal computers shall have access to the most current version of this Procedure in accordance with PI-111, "Control of Quality Assurance Related Documents and Procedures."

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1.0 Introduction/Scope

This document covers Oak Point communications procedures for emergency incidents. For emergency-response communications, Oak Point will rely primarily on the radios already in the hands of Plant personnel. Telephones, human messengers, and facsimile machines may also play a role in emergency communications. The procedures in this document apply to all personnel at the Oak Point Plant.

2.0 Communications Procedure

2.1 Primary Communications: Plant Radios

Radio communications serve the following functions during an emergency incident:

- Reporting the emergency incident.
- Transmitting final head-count results from the Head Count Coordinator to the ICS Safety Officer, per Document ERM-6.2 ("Recognition and Alerting").
- ICS communications among ICS officers and emergency responders, including the ERV.
- Communications between the IC and outside agencies.

See Attachment A of this document for basic procedures on the use of radios. Remember to avoid all unnecessary radio traffic and to keep messages short and to the point.

2.2 Secondary Communications: Telephones, Messengers, & Fax Machines

- During an emergency, telephones will be used mainly to (a) report the emergency and (b) record head count information -- as per Document ERM-6.2 ("Recognition and Alerting").
- The IC should consider providing the senior on-site officer of the BCVFD with a means of communicating with the ICS. If the IC decides against issuing a radio, the IC should consider assigning a messenger-runner to the BCVFD senior on-site officer.
- ERV is equipped with a Plant radio (with external loud speaker), a cellular telephone and a facsimile machine. The cellular telephone is required to activate the facsimile machine.
- Facsimile machines are also located at various locations around the Plant. See the general Plant phone listing for all Plant fax numbers.

3.0 Definitions

BCVFD	=	Belle Chasse Volunteer Fire Department
ERV	=	Oak Point's Emergency Response Vehicle
FCC	=	Federal Communications Commission
IC	=	Incident Commander of the Oak Point ICS
ICS	=	Oak Point's Incident Command System
PTT	=	Press-to-talk
R { RRV	+	Oak Point's Rapid Response Vehicle }

4.0 References

None.

5.0 Records

Obsolete copies of this procedure shall be archived in the OPDMS in accordance with Corporate retention guidelines. Requests for review copies of documents in Archive Status shall be made in accordance with PI-113.

Record of Revisions and Reviews

Page	Revision	Date	Comments
1-5(1)	1.00	12/1993	Creation of the procedure
1-6(2)	1.01	06/1995	Minor revisions
1-6(2)	1.02	07/1996	Minor revisions to section 4.2
1-6(2)	1.03	01/1999	Minor revisions to Attachment "A"
1-3(2)	1.04	07/30/2004	Review of ERM, update of department personnel to reflect new organizational structure, update of signature sheet, addition of reference to RRV and application of new format.

(#) = Number of attachment pages

6.0 Attachments

Attachment 1 - Basic Radio Use

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ATTACHMENT 1

Basic Radio Use

Use the following guidelines and procedures at all times, especially during emergency incidents. For all detailed information, refer to PI-319 ("Radio Communications") and to the manufacturer's operating instructions.

Radio Controls and Indicators

- On-Off/Volume Control: Make sure the radio is turned on.
- Push-to-Talk Switch (PTT): Depress and hold the PTT switch on the side of the portable radio to transmit. Release the switch to receive.
- Check the light-emitting diode indicator light on top of the radio for the following indications:
  - Continuous red light when depressing the PTT switch indicates normal transmission.
  - Flashing red light when depressing the PTT switch indicates a low battery.
  - No light when depressing the PTT switch indicates no radio-frequency power being sent to the antenna.
  - Flashing green light while receiving (PTT switch not depressed) indicates a busy channel or activity on the operating channel.
  - Low Battery Alert - In addition to the Flashing Red Light with the PTT Switch depressed, the radio will emit a double-chirp tone to indicate a low battery condition. The tone will be emitted when the PTT is released in Transmit Mode, and when the low-battery condition is detected in Receive Mode.

Operating Instructions and Etiquette

- Select Channel No. 1 for:
  - All Plant emergency communications.
  - All communications among non-Operations personnel -- including Maintenance, Security Guards, and Construction Supervisors.

    Normally, all Plant personnel with radios will monitor Channel No. 1. Although Operations personnel monitor Channel No. 1, they will switch to one of the other channels (Nos. 2-6) to conduct normal business within their operation area.
- While transmitting, hold the radio and antenna in a vertical position with the microphone 2-3 inches away from your mouth.
- Speak calmly and clearly. Do NOT shout.
- Avoid all unnecessary radio traffic, or use of the telephone. Keep messages short and to the point.

ATTACHMENT 1 (Continued)

- Acknowledge key radio messages -- both those sent to you personally and those broadcast as general information or instructions. In other words, let the sender know you received the message. When the message is critical, repeat the details of the message back to the sender to prevent miscommunication.

- Use human messengers when practical or if required by the emergency (i.e., bomb threats as noted in Document ERM-6.11, "Handling Bomb Threats").

- Avoid the use of vulgar and obscene language and other misuses of radio transmissions. Misuse of the radios could cause the Oak Point Plant to lose its FCC license. Oak Point Management will not tolerate profanity or horseplay on the radio. Violators will be disciplined.

- Company radios are for business use only. Do NOT transmit:

  - Personal messages, except in an emergency
  - Jokes
  - Pranks
  - Commercial radio broadcasts

- Emergency communications take priority over other transmissions. You should stay off the channel until the emergency is over.

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APPROVAL

ORIGINATED	REVIEWED	AUTHORIZED
SAFETY SPECIALIST	HEALTH & SAFETY SUPERVISOR	AMERICAS REGION MANAGER
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Hard Copies, other than those listed in the Distribution List above, shall be considered uncontrolled copies and will not be updated.

OPDMS

All networked personal computers shall have access to the most current version of this Procedure in accordance with PI-111, "Control of Quality Assurance Related Documents and Procedures."

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OUTLINE

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1.0 Introduction/Scope

This document covers the guidelines and procedures for using Oak Point's Emergency Response Vehicle (ERV) and the Rapid Response Vehicle (RRV).

These guidelines and procedures address the following items:

- Use of the ERV / RRV at Oak Point Plant
- Driver/operator duties and responsibilities
- Upkeep of the ERV / RRV, equipment and supplies
- Operation of the Emergency Response Vehicles

2.0 Procedure

2.1 Driver/Operator

2.1.1 Emergency Response

Getting the ERV / RRV to the Emergency Scene

When the emergency alarm sounds, designated ERT members will report to the ERT garage and prepare to bring the ERV / RRV to the emergency scene.

ERT members who are working in the operations area shall carry out the following steps prior to reporting to the emergency scene:

1. Secure your equipment.
2. Check with your Head Operator before leaving your work area.
3. Go to the ERT shed **(determine the safest route to avoid hazard exposure)**
4. Call the Incident Commander on the radio and ask for instructions; i.e., find out where to bring ERV / RRV and what route to take, etc.

Driver/Operator Duties at the Emergency Scene

The ERV / RRV Driver/Operator at the emergency scene shall carry out the following duties once on the scene of the emergency:

- Hand out vests to ICS members.
- Select equipment and supplies necessary for the response; i.e., SCBA's, Bunker Gear, Level A suits, Medical Kits, Nozzles, Fire Hose, etc. Help responders put on appropriate personnel protective equipment.
- Operate the foam unit PTO generator, on-board command center, cellular phone and plant radio.
- Make sure that ERV / RRV equipment used in the emergency response is checked and returned to the proper storage location.

Substitute Driver/Operators

If ERT members are NOT available to report to ERV / RRV when the emergency alarm sounds, the Incident Commander may assign or tell the ICS Logistics Officer to assign someone to drive the ERV to the emergency scene. If an untrained person drives the ERV to the emergency scene, and there is **NOT** a trained ERV operator at the emergency scene, the Incident Commander must choose one of the following options:

- Assign someone to operate the ERV / RRV and show him or her how to do so.
- Call out one or more members of the ERT to operate the ERV / RRV.
- Call out one of the ERT Coordinators to operate the ERV / RRV. Refer to the Oak Point telephone roster for a list of the ERT Coordinators and Telephone Numbers.

2.1.2 Driver's License Requirement

If you are planning to drive the ERV / RRV on public roads, you must have a current Louisiana Class D (Commercial) driver's license.

All drivers/operators who drive the ERV / RRV on public roads shall possess a Louisiana Class D Driver's license. They shall make sure that their licenses remain current. Class D licenses must be renewed every four years. Contact your ERT coordinator for further details.

2.1.3 Training and Practice

Training exercises in the care and handling of ERV / RRV will be scheduled as part of the normal quarterly ERT training. Training will consist of one or more of the following exercises:

- Drive ERV / RRV through the Plant.
- Learn the best routes to take through the Plant.
- Review procedures for working the foam unit, deck guns, PTO unit and on-board command center.
- Practice finding equipment and supplies in the various compartments.
- Donning equipment for various emergency responses.
- Drive ERV / RRV outside the Plant and down Highway 23.

If you plan to drive the ERV / RRV out of the Plant on a practice run down Highway 23, first:

- Get the approval of the BSU&E Shift Supervisor for two things:

  1. To take the ERV / RRV out of the Plant.
  2. To follow a certain planned travel route.

- Make sure the ERV / RRV drivers have current, valid Louisiana Class D driver's licenses in their possession.

- Make sure the radio and cellular telephone in ERV are turned on and working. Provide the BSU&E Shift Supervisor or the Head Operator with ERV's telephone number and plant radio frequency.

2.2 Taking the ERV / RRV Out of Service

2.2.1 Permission/Notification

If you want to take the ERV / RRV out of service, and the choice to do so is optional, first get permission from the BSU&E Shift Supervisor.

If you must take the ERV / RRV out of service, inform the BSU&E Shift Supervisor and the ERT Captain or Lieutenant on shift of your reason so that an alternate plan can be

established. Therefore, the BSU&E Shift Supervisor or the ERT Captain needs to know whenever the ERV / RRV will NOT be available for use during an emergency.

2.3 Backup Vehicle, Equipment, and Supplies

2.3.1 Equipment and Supplies

It will usually not be necessary to remove equipment and supplies from the ERV / RRV when they are taken out of service or off-site. This is because duplicates of key equipment and supplies have been purchased and placed on clearly marked shelves in the ERT garage. They may be used during any emergency, with or without ERV / RRV. Two points must be remembered:

1. When ERV / RRV is unavailable, we still must bring key equipment and supplies to the emergency scene; and
2. If ERV / RRV are taken off-site for repairs, we may need to remove its contents to avoid theft.

2.3.2 Backup Vehicle

When the BSU&E Shift Supervisor or the ERT Coordinator becomes aware that the ERV / RRV will not be available for emergency response duties, he or she may choose to park another Oak Point vehicle in the ERT shed so that it will be immediately available to transport emergency equipment to the emergency scene.

If an emergency takes place while the ERV is unavailable, and a backup vehicle has NOT been parked in the ERV shed, the Incident Commander shall make use of any available Oak Point vehicle to transport emergency equipment from the ERV shed to the emergency site.

If a pickup is needed during normal business hours (7:00 a.m. to 4:30 p.m., Monday through Friday), contact the Maintenance Shop Foreman.

If a pickup is needed during nights, weekends or holidays, contact any Head Operator and request the use of the area pickup.

2.4 Repairs, Maintenance and Upkeep

2.4.1 Vehicle Maintenance

When the ERV or RRV needs repairs or maintenance, Maintenance Department people will make sure that the work gets done.

If you know that the ERV or RRV needs repairs or maintenance, notify the Maintenance Shop Foreman via work order.

Maintenance Shop Foreman

If you want to take the ERV / RRV out of service for repairs or maintenance and the choice to do so is optional, get permission from the BSU&E Shift Supervisor or the ERT Coordinator first.

If you MUST take the ERV out of service, inform the BSU&E Shift Supervisor immediately.